



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Mike Spatz</b>	Division/Program: <b>New Business-Executive Officer Updates to Board</b>	Meeting Date: <b>12/19/2024</b>
<b><u>Agenda Item:</u>      Human Resources Updates</b>		
Background Info: <ul style="list-style-type: none"><li>• Staff Openings, Recruitment</li><li>• Requests to Hire<ul style="list-style-type: none"><li>--Brands – Livestock Investigator-Field Training Officer (FTO)</li><li>--Brands/Animal Health – Area Manager</li></ul></li><li>• General Updates<ul style="list-style-type: none"><li>--Progress of Year-End Performance Evaluations</li><li>--Political Activity in the Workplace Communication</li></ul></li><li>• Overview: Equal Employment Opportunity, Nondiscrimination and Harassment Prevention Policy</li></ul>		
Recommendation: n/a		
Time needed: 30 min	Attachments:	Yes X   No   Board vote required:   Yes X   No -
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes   No   Board vote required:   Yes   No
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes   No   Board vote required?   Yes   No
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes   No   Board vote required   Yes   No

**DOL Board Meeting  
December 19, 2024**

## **Human Resource Update**



### **Staff Openings, Recruitment Updates**

#### **Requests to Hire**

- \*Livestock Investigator- Field Training Officer (FTO)**
- \*Area Manager- Brands/Animal Health**

#### **General Updates**

- \*Progress of Year End Performance Evaluations**
- \*Political Activity in the Workplace Communication**

#### **Overview:**

- Equal Employment Opportunity, Nondiscrimination and Harassment Prevention Policy. (Separate Presentation)**

## STAFF OPENINGS AND RECRUITMENT



➤ Currently, DOL is actively recruiting for 5 positions:

OVERVIEW- NOV. 14, 2024, TO DEC. 19, 2024

Livestock Market Inspector- Sidney,  
MT

Livestock Market Inspector- Billings,  
MT

Livestock Market Supervisor-  
Glasgow, MT

Livestock Market Inspector-  
Ramsay, MT

Livestock Market Inspector- Roving  
position- (Eastern MT)

✓ DOL had 1 new hire (*Animal Health*).

✓ DOL has had 3 vacated positions  
(*Animal Health/Brands*)

✓ The Department has not received any  
notices of resignation.





# Staffing/ Position Highlights



## ANIMAL HEALTH DIVISION

- **Jamie (Jamison) Crook**– Was hired as the Shell Egg Grader in Great Falls, effective November 18<sup>th</sup>.
- **Courtney Cass** – Current employee in the Bozeman Lab, has recently been selected and promoted to a Clinical Pathology “Lead” Technician. Currently there is not any planned movement no further positions to fill within the MVDL

## BRANDS DIVISION

- **Knute Larson**– Current employee in the Sidney Market, was selected as the Market Supervisor and officially transitioned into the new role on November 16<sup>th</sup>.
- Welcome back to **Shelby Martinell** and **Monty Simenson**. They both have stepped in as Short-Term Workers to assist in the Markets.



WELCOME

Jeannette Consultants LLC All rights reserved



# REQUESTS TO HIRE #1

## BRANDS DIVISION

### Request to recruit for and hire 3 full-time Livestock Investigator- Field Training Officer (FTO) positions:

- ✓ *FTO positions are essential for providing needed training and guidance to new Investigators as well as trainings that are required for existing investigators.*
- ✓ *This role is currently being done “as needed” by qualified Department Investigators. Performing this role requires individuals with knowledge, skills, experience and or certifications to do effectively. Performing FTO duties takes a lot of work, time and patience, with very little incentive for employees to take on these responsibilities.*
- ✓ *Creation of these positions, provides incentive for employees to become certified, provides profession movement and growth and hopefully will lead to retaining these key skills in the Department.*
- ✓ *Based on the duties of the position, requesting to hire these positions at a rate that is 5% above the standard Investigator wage. [\(Updated Job Description Included For Review\)](#)*





# REQUEST TO HIRE #2



## BRANDS DIVISION

Request to recruit and hire a full-time Area Supervisor- Field Operations position.

- ☐ This request includes the decision to repurpose/reclassify the vacated Assistant Administrator position.
- ☐ This position would have same duties and pay as the 2 existing Area Supervisors. *(Job Description and map for Review and Discussion)*
- ☐ Creation of a 3<sup>rd</sup> Area Manager, allows a reestablishment of a manageable region of coverage and all 3 positions would have duties of providing operational and compliance oversight to the Markets within the newly established regions.
- ☐ The establishment of this new position, attempts to establish a manageable workload, provide streamlined services, assists the Animal Health Bureau and is fiscally responsible.





## PROPOSED REGIONAL MAP:

# YEAR END PERFORMANCE EVALUATIONS



❖ **2024 Year-End Annual Performance Evaluation** process has started and are being completed in the State of Montana Talent System

**\*Information was sent to all Livestock Employees on 11/01/2024**

*-It is expected that all Department of Livestock employees participate in the annual evaluation process. -*

## **5 Steps in the Year-End Performance Evaluation**

**Employee Self-Evaluation**

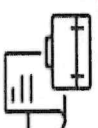
The employee will comment on each goal listed in the evaluation and will comment on and rate their own performance in each of the 5-7 core competencies.



**DUE**  
11/31

**Manager Evaluation of Employee**

Managers will review the employee comments/ratings. They will also comment on each goal listed and will comment on and rate each of the 5-7 core competencies.



**DUE**  
12/31

**Manager Shares Evaluation with Employee**


Once the evaluation is finalized, the manager will share it with the employee.



**DUE**  
12/31

**Manager Confirms the Date the Review Meeting was Held**


Once the review meeting has been held the manager will enter and confirm the date the meeting was held.



**DUE**  
1/15

**Employee Provides Final Feedback**

The employee will provide any final feedback comments and will check the verify box to complete the evaluation.



**DUE**  
1/31





# DEPARTMENT OF LIVESTOCK

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

---

**Job Title:** Livestock Crime Investigator- **Field Training Officer** **Position Number(s):** TBD- 3 Positions

**Department:** Department of Livestock

**Location:** Varies by District

**Division and Bureau:** Brands Division/ Brands Enforcement

---

**Overview of the Department:** The Department of Livestock is responsible for the control and eradication of animal diseases, the prevention of the transmission of animal disease to humans and for the protection of the livestock industry from theft and predatory animals. The Brands Enforcement Division within the Department of Livestock protects the livestock industry from losses due to theft or straying, the recording and filing of marks and brands, supervision and licensing of markets and dealers, filing of security interests on livestock, and brand inspection, assistance in prevention of animal diseases; safeguarding the health and food to man. To achieve this mission responsibilities include enforcement of Montana Code and Administrative Rules including livestock violations, conducts investigations and enforces aerial hunting, animal health, disease control laws, and import and export violations, meat, milk and egg violations.

**Job Overview:** **The Livestock Crime Investigator- Field Training Officer**, is responsible for the enforcement of federal and state, livestock laws and administrative rules, protecting the livestock industry within a specified geographical region from losses through inspection, surveillance, investigation, enforcement and assistance in prevention, control and eradication of animal diseases. Duties include investigating livestock and animal health violations, making arrest and issuing citations; quarantine and assisting with testing of livestock; and protecting the livestock industry within the State of Montana. Provides enforcement activity at livestock markets, managing and supervising Local Brand Inspectors within the region, monitoring import/export shipments of all livestock and animals as required by the state law and coordinates field operations related to disease control enforcement.

In addition to the enforcement duties required, this position serves as a Field Training Officer (FTO) for the Department. As part of the Department's Field Training Program, this position **provides new district investigators with the basic tools and knowledge to successfully carry out their duties and support the mission of the Department. As a Field Training Officer for the Department, the incumbent in this position is considered a subject matter expert, providing guidance, advice and training on enforcement related issues to all other Law Enforcement staff and is requested to provide input to management on various high-level issues.**

**Essential Functions (Major Duties or Responsibilities):** *The described job functions are essential duties of the position, however, are not all-inclusive of the duties that may be required or assigned to the incumbent in this position.*

**Law Enforcement: 60%:**

- A.** Conducts investigations into alleged criminal and civil livestock violations or complaints related to federal and state ownership, fraud, animal health regulations, and other legal requirements to deter and solve criminal activities by investigating crimes and arresting and assisting in the prosecution of criminals.
- Receives complaints and information regarding a variety of violations. Gathers information regarding the nature of complaint, and identifies factors such as location of violation, livestock and individuals involved, the nature of the violation, and potential contacts.
  - Conducts crime scene investigation including interviewing witnesses/complainants/suspects, gathering physical evidence, and photographing and diagramming crime scenes to gather and preserve physical evidence and ensure compliance with search and seizure laws.
  - Determines Evaluates nature and type of violation (misdemeanor, felony or civil) to determine make recommendations on how to proceed with cases.
  - Preparation, application and execution of search warrants following legal requirements and investigative procedures to ensure evidence is obtained in a legal manner.
  - Detains suspects and makes arrests based on investigations.
  - Carrying duty firearms and maintaining firearms qualifications.
  - Prepares comprehensive reports and assists the prosecution in preparation and presentation of the case.
  - Mediates disputes regarding livestock related matters in instances where criminal prosecution is not warranted, by discussing issues with affected parties, explaining applicable laws, rights, and responsibilities, and facilitating resolution of the conflict.
  - Plans and coordinates field operations concerning animal health compliance and disease control measures, such as operations at stock shows, sales rodeos, fairs and various recreational horse functions involving the import of out of state livestock.
  - Checks livestock dealers for license and bond requirements
  - Aids other law enforcement agencies including city, county, state, tribal, federal, and international entities.
  - Act as an authorized quarantine agent with authority to issue enforce quarantines for the Department of Livestock in import and disease control situations. Conduct follow up investigations prior to quarantine release.
  - Assist in the inspection, examination, and /or treatment care of animals that may have been illegally imported and make that the proper treatment is accomplished to bring animals into compliance.
  - Plans and coordinates field operations concerning animal health compliance and disease control measures, such as operations at stock shows, sales, rodeos, fairs and various recreational horse functions involving the import of out of state livestock.
  - Identifies, investigates, and reports potential animal disease outbreaks and biological threats to livestock, other animals, and humans including virus, bacterial outbreaks, poisonous plants and human made threats. Prepare reports and notifies State Veterinarians.
- B.** Conducts surveillance activities, patrols district, stops vehicles, and conducts inspections of vehicles and markets to ensure enforcement of livestock ownership, transportation, and health rules and regulations, etc.
- Conducts livestock traffic truck stops through either check points or county line compliance checks.



- Seizes livestock in accordance with MCA 81-3-204.
- Identifies reported strays and estrays running at large, seizing livestock, and returning to the rightful owner or determining where to pen the animal until ownership can be determined.
- Review health certificates and import permits on animals imported into Montana to ascertain compliance with import laws and takes necessary action.

**C. Conducts local brand inspection, issues regulatory permits and manages special sales within assigned district.**

- Issues transportation and market consignment permits to owners and shippers to ensure the proper inspection of animals before transfer and to ensure compliance with state law requiring permits.
- Conducts inspection of livestock at auctions, markets, and local feedlots, to record brands, identify ownership, sex, reproductive status, breed, and head count, to ensure brand inspection, proof of ownership, lien and mortgage identification, and animal health requirements are met prior to sale or transportation using knowledge of State and Federal livestock laws and regulations, anatomy and physiology of stock (cattle, sheep, horses - including reproductive stages and breeds), brands, lending institution and departmental requirements regarding liens and mortgages, and livestock industry standards. Collects fees as prescribed in inspection fee schedule.
- Resolves complaints from the public regarding the inspection requirements, time frames for local inspections, ownership disputes, and held proceeds by gathering information from the individual to determine nature of complaint, researching and resolving the problem, or explaining the applicable law or regulation. Acts as a representative of the Department at all local inspections, explaining the reasons for inspections, collecting fees, and writing releases and bill of sale. Remitting money collected from inspections.
- Frequently dispenses import advice and regulations to livestock dealers, ranchers, truckers, pet dealers, people and anyone interested in importing livestock or animals into the state.

**D. Field Training Officer**

- Has responsibility to provide required training and instruction to new District Investigator staff as part of an official Field Training Program. This training includes orientation to the organization, inspections, market operations and district regulatory and enforcement work.
- Acts as a person of contact and subject matter expert providing guidance and high-level advice to others in the department regarding enforcement related issues and may provide training for employees in the unit as requested by management.
- Demonstrates proper work methods, assist in resolving issues and reports on the performance of employees to a supervisor or management as requested.
- This position will recommend any required or needed training or process and procedural changes to improve efficiency or effectiveness of unit operations.

**Deputy Stock Inspector Program Coordination: 20%**

- Coordinates the activities of Deputy Stock Inspectors to ensure compliance with State and Department policies and procedures, the accurate inspection of livestock, ensure adequate staffing and coverage for inspection activities within the district, correct errors and solve problems.
- Establishes work plans, methods and priorities designed to meet objectives and carry out policies of the Board of Livestock and management; Assigns work to subordinates in person or by telephone.

- Appoints Deputy Stock Inspectors by accepting petitions for appointment from area ranchers, reviewing qualifications of applicants, selecting inspectors, and issuing letters of appointments and inspector cards.
- Formally trains Deputy Stock Inspectors by providing a department handbook and description of statutory responsibilities and instructing on Departmental policies and procedures. Tests Inspectors to ensure knowledge and ability needed to properly inspect stock that are present.
- Reviews inspection books assigned to Deputy Stock Inspectors to determine performance of inspectors and ensure that inspections are being made and certificates are being sent to the Department of Livestock in accordance with MCA 81-3-201 through 223. Discusses errors or problems with Inspectors and gives instructions for correcting errors or problems. Keeps Deputy inspectors apprised of new policies and procedures and provides training as needed. Ensures enforcement of the Federal Farm Bill, specifically the collection of the beef check-off related to the Beef Research and Promotion Act.
- Dismisses Deputy Stock Inspectors for violations of Departmental policies and procedures, Administrative Rules, or Livestock Inspection laws and regulations by documenting violations, and meeting with the individual to discuss the reason for cancellation of appointment.

#### **Animal Health: 10%**

- Participate in animal health field operations including animal health and poultry disease prevention and control, animal health compliance and enforcement, and diagnostic and regulatory testing.
- Assist in prevention of contagious and infectious diseases in animals by participating in national
- Participate in department emergency preparedness activities and trainings.
- Be knowledgeable of the department, of programs in the Animal Health Bureau, of Montana Code annotated Title 81, Administrative Rule Chapter 32, and 9 CFR Parts 1-199.
- Provides law enforcement support.

#### **Public education and outreach: 5%**

- Speaks at various agriculture and livestock organization meetings in assigned district using speaking skills and knowledge of the industry to inform producers of laws, regulations, and recent developments which impact the industry.

#### **Physical and Environmental Demands:**

This position performs Law Enforcement activities which may lead to stressful or threatening situations. The incumbent in this position will carry a firearm. This is an assigned field position and conducts remote work, independently away from an established agency office. Working conditions sometimes involve continued exposure to extreme weather conditions, dust, and unpleasant conditions encountered in stockyards, along with the inherent risk of injury associated with handling livestock in proximity. As a sworn peace officer, the position may also be called upon to assist federal, state, and local law enforcement agencies with arrests, investigations, roadblocks, etc.

In addition to threats typically encountered during the performance of law enforcement activities, the position will also work with unpredictable range stock, which requires extensive experience in recognizing dangerous situations and ability to move quickly, climb fences or other physical movements in order to avoid injury. The demands of this position carries potential risk of exposure to zoonotic diseases.



**Travel** – The District Investigator must be able to meet the physical demands related to extensive travel (may exceed 1,000 miles per month based on business demands) to conduct routine inspections and investigations **and perform training** on a regular basis. In-state travel is very common at estimated at 75% or more of the time and is an expectation of the position. Overnight and Out of State travel is rare. **The ability to drive a state motor vehicle safely and for long distances is an essential job function.** The work requires traveling in and around the assigned area which may be rural with no other viable form of transportation available.

**Safety Culture and Personal Protective Equipment:** The Department of Livestock promotes a culture of employee safety within the Department, making safety a priority and everyone's responsibility. Livestock employees will comply with the Department's Safety Programs and the Workplace Safety Policy, observes all safety rules and applies accident prevention principles while performing duties and reports all workplace accidents or injuries to the supervisor or designee within 24 hours. District Investigators must be able to use appropriate protective clothing and safety equipment and observe safety precautions.

**Expected Hours of Work:** District Investigators usually works independently and may set a schedule based on the workload and needs of the department. Typically work will be conducted Monday through Friday during regular State of Montana business hours. The District Investigators do not have "on-call" shifts however may be required to work weekends or afterhours as directed or in order to meet department demands. The position workload fluctuates and may be unpredictable due to circumstances that may not be under agency control, which may include but are not limited to; **providing training**, emergent situations, deadlines, requests for work product from the Governor, legislature or the Board of Livestock; inclement weather, road conditions, hours of operation of producers, and relief coverage due to employee absence(s).

#### **Required knowledge, skills, and abilities:**

- District investigators are expected to be knowledgeable in two duty areas-Brands and Animal Health.
- The position requires knowledge of: state and federal livestock laws and regulations, the district feedlot locations, feedlot, and slaughterhouse operations; anatomy and physiology of stock (cattle, sheep, horses- including reproductive stages and breeds), brands, lending institution and departmental requirements regarding liens and mortgages, and livestock industry standards, ownership legal requirements, stock handling methods and techniques, the statewide brand recording system, established reporting formats, and arithmetic.
- **Advanced** knowledge of policies, practices, standards and structure of the livestock industry and how they relate to enforcement of relevant statutes and regulations including Montana Code annotated Title 81, Administrative Rule Chapter 32, and 9 CFR Parts 1-199.
- **Effective leadership skills and ability to lead others by demonstrating knowledge and work ethic: The FTO is a point of contact, subject matter expert and performs the same or comparable work as the employees they advise.**
- **Ability to provide effective and relevant training to others.**
- **Ability to promote a positive, professional atmosphere; works effectively with team/work group and others to accomplish objectives; seeks to resolve conflicts through common solutions; takes personal responsibility for actions and behaviors; displays and promotes integrity.**
- Knowledge of patrol and surveillance methods and techniques, state and federal laws regarding transportation and ownership requirements for livestock, and related law enforcement laws and procedures (arrest, search and seizure, etc.).
- Must be able to take ownership for work results; prioritizes and organizes work effectively to meet assigned deadlines; takes initiative; produces high-quality work; meets attendance and punctuality requirements.
- Strong verbal and written communication skills and effective public speaking.

- Thorough knowledge of and ability to develop case plans, conduct investigations and appropriately apply investigative and interview techniques to obtain complete information or reconstruct missing/withheld information and ability to analyze forensic evidence.
- Ability to apply knowledge of and adhere to the Montana Department of Livestock equal opportunity and civil rights policies, goals, responsibilities, and objectives.
- Ability to read, interpret, and understand complex legal and regulatory documents.
- Ability to synthesize information obtained through investigation, analyze for compliance, and make supportable recommendations.
- Ability and willingness to use standard office equipment and other electronic devices related to position (including cell phone, handheld computer, personal computer and laptop). Proficient with word processing and standard office software, basic grammar and composition, and general office procedures and practices.
- Ability to successfully learn and use Department specific software to conduct research on ownership, etc.
- Ability to adapt to changing priorities to best serve the agency and the livestock industry.
- Ability to work well under pressure or stress; keep a positive perspective, maintain self-control and objectivity in the face of conflict, opposition, hostility or stress, maintain a consistent respectful and positive approach to customer needs, and demonstrate patience and composure to others.
- Ability to maintain safe working conditions; complies with the Department's safety policies and training requirements; encourages accident-prevention methods. Includes knowledge of handling livestock and ability to move quickly, climb fences, etc. in order to avoid serious injury.

**Minimum Qualifications (Required Education and Experience).** *The necessary knowledge, skills and abilities for this position are typically acquired through:*

- High School diploma or equivalent.
- A minimum of 1 year experience as an Investigator with the Montana Department of Livestock ; **During which, work history with the Department must include notable progressive experience and understanding in all required aspects of livestock law enforcement; and has consistently demonstrated the ability to promote a positive, professional atmosphere; work effectively with others to accomplish objectives; and or resolve conflicts through common solutions and displayed high standards of integrity and conduct that are conducive to the vision and mission of the Department.**
- Graduate of the law enforcement academy; includes P.O.S.T certification.
- **Certification as a Field Training Officer.**
- **Documented experience providing F.TO, law enforcement or similar training to others.**
- Other combinations of education and experience may be considered on a case-by-case basis.

#### **Preferred Qualifications:**

- Prior experience providing relevant training within the Department of Livestock.
- **Advanced POST Certifications.**
- **3+ years of relevant livestock handling experience.**

#### **Licensing:**

- A valid driver's license is required.
- **Post Certification and maintaining certification is a requirement of the position.**
- **FTO Certification.**



**Supervisory Requirements:** None- This position does not supervise other employees; however, all District Investigators are responsible for providing oversight, direction and ensuring compliance of the Deputy Stock Inspector program and the contracted Deputy Stock Inspectors in their District.

**Lead Work:** The additional duties expected by this position as the FTO Officer, is considered 'Lead Work'. Per state of Montana policy lead workers are employees who perform leadership, oversight, or instruction to others, however, do not have authority on a regular, recurring basis while acting in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees. More specifically, lead workers typically perform the same or comparable work as the employees they lead. In addition, they review the work of their subordinates, and report on the performance of employees as part of the formal performance appraisal process. They may also assign work tasks, establish work pace, demonstrate proper work methods, resolve problems, and report to higher level supervisors. They generally recommend process and procedural changes, or provide modifications to the workplace or workflow, to improve efficiency or effectiveness.

**Special Requirements:**

*List any other special required information for this position*

☒ Fingerprint check

☐ Driving History Check

☒ Background Check

☒ Union Code None

☐ Other; Describe:

☒ Safety Responsibilities:

1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy
2. Observes all safety rules and applies accident prevention principles while performing duties
3. Reports all workplace accidents or injuries to the supervisor or designee.

**The specific statements shown in each section of this description are a general description of the job and not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Nothing contained herein restricts management's rights to assign or reassign duties and responsibilities to this job at any time.**

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
Jay Bodner	Division Administrator	
Administrative Review	Title	Date

My signature below indicates that I have read this job description.

Employee	Title	Date
<b><u>Human Resources Review</u></b>		

**Job Code Title:** Livestock Investigator

**Job Code Number:** E42011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Classification Complete

☒ Organizational Chart attached

**Human Resources:**

Michael Spatz

Human Resource Officer

12/13/2024

**Signature**

**Title**

**Date**



# DEPARTMENT OF LIVESTOCK

## JOB DESCRIPTION



*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

---

**Job Title:** Area Supervisor- Field Operations (Law Enforcement & Animal Health)

**Position Number(s):** 56300079

**Department:** Department of Livestock

**Location:** Assigned District

**Division and Bureau:** Brands Enforcement / Animal Health

---

**Overview of the Department:** The Department of Livestock is responsible for the control and eradication of animal diseases, the prevention of the transmission of animal disease to humans and for the protection of the livestock industry from theft and predatory animals. The Brands Enforcement and Animal Health Divisions within the Department provide essential services that protect the livestock industry in Montana. This position has a unique and important role, providing services for both of these Divisions.

**Job Overview:** The Area Supervisor- Field Operations positions provide essential enforcement and compliance services on behalf of the livestock industry **that is utilized by the Animal Health and the Brands Enforcement Division. In addition to performing law enforcement and investigator functions, the Area Supervisor positions, have a focus on providing oversight, ensuring compliance and providing exceptional leadership and supervision within their assigned work regions.** The state has been divided into **three** areas or regions, which assigned Area Supervisors will have full law enforcement authority and oversight of District Investigators **and livestock markets**. Responsibilities of this position include but are not limited to performing and coordinating investigations, ensuring and providing guidance, education and training of field and **market staff and** ensuring overall efficient operations of all related aspects in the region. To ensure Livestock services and to meet the demands of our customers Area Supervisors must reside in the geographic area assigned.

This position supervises District Investigators **and Market Supervisors** within their region and reports directly to both the Brands Administrator and the Assistant State Veterinarian-Animal Health Bureau Chief.

**Essential Functions (Major Duties or Responsibilities):** *The described job functions are essential duties of the position, however, are not all-inclusive of the duties that may be required or assigned to the incumbent in this position.*

**A) Investigation and Enforcement:**

**(40%)**

**Performs,** Coordinates and directs law enforcement and investigations for the Brands Division and the Animal Health Bureau, and other department enforcement and investigation activities

to investigate crimes ,assist in the prosecution of criminals and **animal health compliance**. This position is responsible for allocating resources for investigation ,patrol and surveillance activities; providing direction and investigative expertise for complex cases; and coordinating multi-agency/jurisdictional efforts. Acts as an authorized quarantine agent with authority to issue quarantines for the Department of Livestock in import and disease control situations. Has the authority to issue quarantines and hold orders on illegally imported animals. This is a field position and performs remote work. Remote work exists when the majority of work is routinely performed at a location other than a facility owned or operated by the Department.

**B) Animal Health Disease Control :**

**(25%)**

Manage animal health field operations including livestock and poultry disease prevention and control, compliance and enforcement, and diagnostic and regulatory testing. Conduct compliance evaluation of animals entering Montana to evaluate if shipments meet State of Montana import requirements and monitor animal movements to identify violations. Investigates Animal Health matters as needed and provides Law enforcement services when required. Acts as an authorized quarantine agent with authority to issue quarantines for the Department of Livestock in import and disease control situations. Strictly maintain confidentiality of information consistent with Montana Code Annotated 81-2-115 - Confidentiality of Information Collected.

**C) Supervision and Program Operations:**

**(35%)**

Directly supervises 4-8 FTE District Livestock Investigators and 3-4 FTE Market Supervisors within the assigned region. This work involves recruitment and selection, assigning and reviewing work, employee development, establishing performance standards, evaluating performance, handling corrective action, and recommending termination if necessary. Ensures compliance with Department of Livestock and State Personnel policies, procedures, and precedents and program requirements. **Evaluates, directs and ensures livestock program operations which include oversight of overall law enforcement activities performed by District Investigators as well as the compliance and operations of designated Montana Livestock Markets. Evaluates and establishes operations standards, policies and procedures and recommends practices to maximize efficiency, effectiveness and practicality.**

**Physical and Environmental Demands:**

This position performs Law Enforcement activities which may lead to stressful or threatening situations. The incumbent in this position will carry a firearm. This is an assigned field position and conducts remote work, independently away from an established agency office. Working conditions sometimes involve continued exposure to extreme weather conditions, dust, and unpleasant conditions encountered in stockyards, along with the inherent risk of injury associated with handling livestock in proximity. As a sworn peace officer, the position may also be called upon to assist federal, state, and local law enforcement agencies with arrests, investigations, roadblocks, etc.

In addition to threats typically encountered during the performance of law enforcement activities, the position will also work with unpredictable range stock, which requires extensive experience in recognizing dangerous situations and ability to move quickly, climb fences or other physical movements in order to avoid injury. The demands of this position carries potential risk of exposure to zoonotic diseases.

**Travel** – Area Supervisors must be able to meet the physical demands related to extensive travel (may exceed 1,000 miles per month based on business demands) on a regular basis. In-state travel is very common at estimated at 75% or more of the time and is an expectation of the position. Overnight and Out of State travel is rare. **The ability to drive a state motor vehicle safely and for long distances is an**



**essential job function.** The work requires traveling in and around the assigned area which may be rural with no other viable form of transportation available.

**Safety Culture and Personal Protective Equipment:** The Department of Livestock promotes a culture of employee safety within the Department, making safety a priority and everyone's responsibility. Livestock employees will comply with the Department's Safety Programs and the Workplace Safety Policy, observes all safety rules and applies accident prevention principles while performing duties and reports all workplace accidents or injuries to the supervisor or designee within 24 hours. District Investigators must be able to use appropriate protective clothing and safety equipment and observe safety precautions.

**Expected Hours of Work:** District Investigators usually works independently and may set a schedule based on the workload and needs of the department. Typically work will be conducted Monday through Friday during regular State of Montana business hours. The District Investigators do not have "on-call" shifts however may be required to work weekends or afterhours as directed or in order to meet department demands. The position workload fluctuates and may be unpredictable due to circumstances that may not be under agency control, which may include but are not limited to; **providing guidance**, emergent situations, deadlines, requests for work product from the Governor, legislature or the Board of Livestock; inclement weather, road conditions, hours of operation of producers, and relief coverage due to employee absence(s).

#### **Required knowledge, skills, and abilities:**

- Requires **knowledge of operations and issues pertaining to** the Brands and Animal Health Divisions.
- Must meet requirements as described by MCA 81-1-201, MCA 7-32-303 and ARM 32.2.501.
- The position requires knowledge of: state and federal livestock laws and regulations, the district feedlot locations, feedlot, and slaughterhouse operations; anatomy and physiology of stock (cattle, sheep, horses- including reproductive stages and breeds), brands, lending institution and departmental requirements regarding liens and mortgages, and livestock industry standards, ownership legal requirements, stock handling methods and techniques, the statewide brand recording system, established reporting formats, and arithmetic.
- This position requires knowledge of and ability to enforce state and federal disease program regulations and program standards.
- **Advanced** knowledge of policies, practices, standards and structure of the livestock industry (**including livestock markets**), and how they relate to enforcement of relevant statutes and regulations including Montana Code annotated Title 81, Administrative Rule Chapter 32, and 9 CFR Parts 1-199.
- **Effective leadership skills and ability to lead others by demonstrating knowledge and work ethic.**
- **Ability to provide** effective verbal and written communication skills and effective public speaking, includes ability to **train others**.
- **Ability to promote a positive, professional atmosphere; works effectively with team/work group and others to accomplish objectives; seeks to resolve conflicts through common solutions; takes personal responsibility for actions and behaviors; displays and promotes integrity.**
- Knowledge of patrol and surveillance methods and techniques, state and federal laws regarding transportation and ownership requirements for livestock, and related law enforcement laws and procedures (arrest, search and seizure, etc.).
- Ability to prioritize, organize and **delegate** work effectively to meet assigned deadlines; takes initiative; produces high-quality work; meets attendance and punctuality requirements.
- The position also requires knowledge of State, Federal and Tribal livestock laws and regulations.

- Thorough knowledge of and ability to develop case plans, conduct investigations and appropriately apply investigative and interview techniques to obtain complete information or reconstruct missing/withheld information and ability to analyze forensic evidence.
- Ability to apply knowledge of and adhere to the Montana Department of Livestock equal opportunity and civil rights policies, goals, responsibilities, and objectives.
- Ability to read, interpret, and understand complex legal and regulatory documents.
- Ability to synthesize information obtained through investigation, analyze for compliance, and make supportable recommendations.
- **Ability to successfully learn, promote and use Department specific software to conduct research on ownership, etc. and use standard office equipment and other** electronic devices related to position (including cell phone, handheld computer, personal computer and laptop). Proficient with word processing and standard office software, basic grammar and composition, and general office procedures and practices.
- Ability to adapt to changing priorities to best serve the agency and the livestock industry.
- Ability to work well under pressure or stress; keep a positive perspective, maintain self-control and objectivity in the face of conflict, opposition, hostility or stress, maintain a consistent respectful and positive approach to customer needs, and demonstrate patience and composure to others.
- The position requires extensive skill and ability in the handling and care of livestock, roping and clipping, riding horses; as well as the operations and working within a livestock commission company.
- Ability to maintain safe working conditions; complies with the Department's safety policies and training requirements; encourages accident-prevention methods. Includes knowledge of handling livestock and ability to move quickly, climb fences, etc. in order to avoid serious injury.

**Minimum Qualifications (Required Education and Experience).** *The necessary knowledge, skills and abilities for this position are typically acquired through:*

**OLD JD says:**

- Must hold current MT P.O.S.T BASIC certification.
- Associate degree and 2 years job related experience or 5 years job related experience.
- Supervisory experience or formal training.
- Other combinations of education and experience may be considered.

**This is from our most recent stuff.**

- High School diploma or equivalent.
- A minimum of 1 year experience as an Investigator with the Montana Department of Livestock ; **During which, work history with the Department must include notable progressive experience and understanding in all required aspects of livestock law enforcement; and has consistently demonstrated the ability to promote a positive, professional atmosphere; work effectively with others to accomplish objectives; and or resolve conflicts through common solutions and displayed high standards of integrity and conduct that are conducive to the vision and mission of the Department.**
- Graduate of the law enforcement academy; includes P.O.S.T certification.
- **Certification as a Field Training Officer.**
- **Documented experience providing F.TO, law enforcement or similar training to others.**
- Other combinations of education and experience may be considered on a case-by-case basis.

**Preferred Qualifications:**

- Prior experience providing relevant training within the Department of Livestock.



- Advanced POST Certifications.
- 3+ years of relevant livestock handling experience.

**Licensing:**

- A valid driver's license is required.
- Post Certification and maintaining certification is a requirement of the position.
- FTO Certification.
- 

**Supervisory Requirements:** Yes- this position commonly provides direct supervision to Division Investigators and Market Supervisors within assigned areas.

**Special Requirements:**

*List any other special required information for this position*

- ☒ Fingerprint check ☐ Driving History Check
- ☒ Background Check ☒ Union Code None
- ☐ Other; Describe:

- ☒ Safety Responsibilities:
1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy
  2. Observes all safety rules and applies accident prevention principles while performing duties
  3. Reports all workplace accidents or injuries to the supervisor or designee.

**The specific statements shown in each section of this description are a general description of the job and not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Nothing contained herein restricts management's rights to assign or reassign duties and responsibilities to this job at any time.**

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
Jay Bodner	Division Administrator	
<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>

My signature below indicates that I have read this job description.

<b>Employee</b>	<b>Title</b>	<b>Date</b>
<b><u>Human Resources Review</u></b>		

**Job Code Title:** Livestock Investigator Supervisor    **Job Code Number:** L3203M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- ☐ FLSA Exempt
- ☒ FLSA Non-Exempt
- ☒ Classification Complete
- ☒ Organizational Chart attached

**Human Resources:**

Michael Spatz

Human Resource Officer

12/14/2024

---

Signature

Title

Date



# Manager Fact Sheet: Political Activity of Public Officers and Employees

## Good to Know:

-Employees have rights to participate in the electoral process and express personal political views.

-There are, however, laws and rules of conduct that prohibit certain activities when it comes to certain campaigning or other political related activities.

### State Human Resources Division

#### Political Activity of Public Officers and Employees

The following information is provided for your information. It is not intended to be a complete guide to the laws and rules governing political activity. For more information, please contact the State Human Resources Division at (303) 839-3333.

**Political Activity of Public Officers and Employees**

Public officers and employees are prohibited from engaging in certain political activities while in the public service. These activities include:

- Engaging in political activities that are inconsistent with the public service.
- Engaging in political activities that are inconsistent with the public service.
- Engaging in political activities that are inconsistent with the public service.

For more information, please contact the State Human Resources Division at (303) 839-3333.

### State Human Resources Division

The following information is provided for your information. It is not intended to be a complete guide to the laws and rules governing political activity. For more information, please contact the State Human Resources Division at (303) 839-3333.

**Political Activity of Public Officers and Employees**

Public officers and employees are prohibited from engaging in certain political activities while in the public service. These activities include:

- Engaging in political activities that are inconsistent with the public service.
- Engaging in political activities that are inconsistent with the public service.
- Engaging in political activities that are inconsistent with the public service.

For more information, please contact the State Human Resources Division at (303) 839-3333.





# POLITICAL ACTIVITY: GENERAL RULES OF CONDUCT

## A PUBLIC OFFICER OR PUBLIC EMPLOYEE MAY NOT:

- **USE PUBLIC TIME, FACILITIES, EQUIPMENT, SUPPLIES, FUNDS, ETC.. TO SOLICIT SUPPORT OR OPPOSITION TO A POLITICAL COMMITTEE, ELECTION OF A PERSON OR BALLOT ISSUE.**
- **MAKE PROMISES OF ANYTHING OF VALUE IN ORDER TO OBTAIN VOTES FOR OR OPPOSING A BALLOT ISSUE OR CANDIDATE.**
- **While on the job, public employee may not solicit support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.**

Employees whose positions are paid completely or partially by federal funds may not:

- use their official authority or influence to interfere with or affect the results of an election or a nomination for office; or
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for partisan political purposes.





## POLITICAL ACTIVITY: GENERAL RULES OF CONDUCT

Public Office or Employment is a public trust. Officers and employees who violate policy, law or public trust are subject to penalties under State Law.

- **It is unlawful to:** exhibit in the workplace handbills or placards containing threats, promises, or intended to influence the political opinions or actions of employees.
- No one may induce or compel a person to vote or refrain from voting for any candidate, the ticket of any political party, or any ballot issue by using or threatening to use coercion or other undue influence

❖ It is a discriminatory practice for the state or political subdivisions to refuse employment to a person, or to discriminate against a person in compensation or in a condition, or privilege of employment because of that person's political beliefs.

Any questions, call  
Human Resources.



**- OTHER GENERAL UPDATES...**

**-QUESTIONS?**

**.....THEN ONTO .....**

**Note: Overview of EEO, Nondiscrimination and Harassment  
Prevention on Separate Slide Deck.**







# Board of Livestock Meeting

## Agenda Request Form

From: Lindsey Simon	Division/Program: Legal	Meeting Date: 12/19/2024
<b><u>Agenda Item:</u> Suspension of Custom Exempt Meat Processing License No. 3K4H</b>		
<p>Background Info: On November 7, 2024, the Meat, Milk, and Egg Bureau sent a <i>Notice of Proposed License Suspension and Opportunity for Hearing</i> to custom exempt meat processor UpNorth Meats llc. The Notice proposed to suspend the facility's license while it remediated soot and smoke damage from a fire on or about September 18, 2024. The Notice advised that the licensee must request a hearing contesting the allegations and proposed revocation within 20 days of the Notice. Certified mail tracking indicate that the Notice was received on November 13, 2024, but no hearing request has been received.</p> <p>Recommendation: Entry of Final Order by Default suspending License No. 3K4H until remediation efforts are completed and a Department inspector approves the lifting of the suspension. Proposed order included in Board materials.</p>		
Time needed: 10 minutes	Attachments:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required Yes <input type="checkbox"/> No <input type="checkbox"/>
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required: Yes <input type="checkbox"/> No <input type="checkbox"/>

**BEFORE THE DEPARTMENT OF LIVESTOCK  
STATE OF MONTANA**

In the Matter of  <b>UPNORTH MEATS LLC</b> , a Montana limited liability company,  Custom Exempt License No. 3K4H.	<b>FINAL ORDER BY DEFAULT</b>
---	-------------------------------

The Montana Board of Livestock (Board) enters the following by a preponderance of the evidence:

**FINDINGS OF FACT**

1. On or about August 16, 2024, Timothy Bykonen (Timothy) and Kenneth Bykonen (Kenneth) applied for a custom exempt slaughter and meat processing license from the Department on behalf of UpNorth Meats llc (UpNorth), a member-managed Montana limited liability company. Timothy and Kenneth are the members of UpNorth Meats llc. The application was for a facility located at 1316 S.E. Front Street, Shelby, Montana 59474.

2. The Department issued UpNorth a custom exempt licensed on or about August 19, 2024, License No. 3K4H.

3. On or about September 18, 2024, there was a fire at UpNorth's facility that caused smoke damage in all rooms within the facility. Department inspectors inspected the facility the day after the fire and observed smoke still lingering in all rooms, including the coolers, and soot on all floors and the ceiling.

4. Following the fire, Department inspectors tagged UpNorth's storage room pursuant to Admin. R. Mont. 32.6.712(1)(a) & (k) and 9 CFR §§ 303.1(a)(2)(i) and 416.6 and condemned livestock carcasses held in the coolers. Timothy and/or Kenneth represented to



Department inspectors that UpNorth's insurer would be handling cleanup and restoration of the facility.

5. UpNorth's ceilings, floors, and walls have significant smoke damage and are covered in smoke and soot particles.

6. Equipment and utensils in UpNorth's facility that were present during the fire are potentially contaminated with smoke and soot particles.

7. Smoke and soot damage to walls, floors, and ceilings following a fire constitutes unsanitary conditions in a meat establishment facility.

8. Smoke and soot particles present in a meat establishment facility may get into the carcasses, parts, and meat products resulting in adulteration of product.

9. On November 7, 2024, the Department sent UpNorth a *Notice of Proposed License Suspension and Opportunity for Hearing* by United States certified mail to its principal address, its physical facility, and its registered agent at the following addresses:

UpNorth Meats llc  
712 Cedar Ave.  
Shelby, MT 59474

UpNorth Meats llc  
1316 SE Front St.  
Shelby, MT 59474

UpNorth Meats llc  
Attn: Kenneth Bykonen  
724 Cedar Ave.  
Shelby, MT 59474-2435

Ex. A, ¶¶ 3–4.

10. The mailings to the principal address and the registered agent were delivered on November 13, 2024. *Id.* ¶¶ 5 & 7. The mailing to the physical facility was not delivered due to an unknown addressee. *Id.* ¶ 6.

11. The Notice provided an opportunity for a hearing if requested within 20 days of receipt of the Notice. More than 20 days have passed since UpNorth's receipt of the Notice, and there has been no receipt by the Department of a hearing request. *Id.* ¶ 8.

### **CONCLUSIONS OF LAW**

1. The Board has subject matter jurisdiction and legal authority to bring this action under Mont. Code Ann. §§ 81-9-201 and 81-2-102(1)(f).

2. The Department is a public health agency responsible for ensuring that meat and poultry food products are safe, wholesome, and accurately labeled. The Department enforces the licensing requirements set forth in § 81-9-201 as well as the requirements of the Montana Meat and Poultry Inspection Act (Act) set forth in § 81-9-216 through -220 and § 81-9-226 through -236, MCA.

3. The Act applies to persons, establishments, animals, and articles regulated under the Federal Meat Inspection Act (FMIA) (21 U.S.C. § 601 et seq). § 81-9-219, MCA. This includes so-called "custom exempt" facilities because, while custom exempt facilities are exempt from full inspection requirements under the FMIA (9 CFR § 303.1), they remain subject to regulations regarding sanitation (§§ 303.1(a)(2)(i) and 416.1 through 416.6), adulteration and misbranding (§ 303.1(f)), and recordkeeping (§§ 303.1(b)(3) and Part 320).

4. The Board has adopted the provisions of 9 CFR § 303.1 and made them applicable to custom exempt facilities through Admin. R. Mont. 32.6.712(a) and (k).

5. 9 CFR § 303.1(a)(2)(i) makes 9 CFR § 416.2(b), § 416.3, § 416.4, and § 416.6 applicable to custom exempt facilities, and these federal regulations have also been adopted by the Board pursuant to Admin. R. Mont. 32.6.712(1)(k).

6. Mont. Code Ann. § 81-9-201(2) requires the Department to revoke a custom exempt meat establishment license "when the department finds that the establishment for which



the license is issued is not conducted in accordance with the rules and orders of the board [of livestock] made under 81-2-102.”

7. UpNorth’s facility currently does not meet the Department’s sanitation requirements set forth in 9 CFR §§ 416.2(b) and 416.3 due to smoke and soot damage.

8. UpNorth’s smoke and soot damage renders product prepared in the facility at risk for adulteration in violation of 9 CFR § 416.4.

9. UpNorth’s custom exempt license No. 3K4H may be suspended pursuant to § 81-9-201(2), MCA, until the facility’s smoke and soot damage is remediated and the facility is brought into compliance with the Department’s sanitation requirements.

10. UpNorth failed to request a hearing within 20 days of the Notice and has therefore defaulted on behalf of UpNorth in this case.

Based upon the above Findings of Fact and Conclusion of law, the custom exempt meat processing and storage depot license issued to UpNorth Meats llc, License No. 3K4H is **INDEFINITELY SUSPENDED** under Mont. Code Ann. § 81-9-201(2). At any time, UpNorth’s may request that the Department lift the suspension by contacting the Milk, Meat & Egg Inspection Bureau at the following to request an inspection:

Milk, Meat & Egg Inspection Bureau  
Montana Department of Livestock  
301 N. Roberts  
Helena, MT 59620  
(406) 444-5202.  
[mmeioffice@mt.gov](mailto:mmeioffice@mt.gov)

Department inspectors will inspect the UpNorth facility for compliance with Department sanitation requirements and shall approve the lifting of the suspension if the inspection reveals that remediation measures have brought UpNorth into compliance.

DATED this 19th day of December, 2024.

---

Gene Curry, Chairman  
Montana Board of Livestock

**CERTIFICATE OF SERVICE**

I certify I served a true and accurate copy of the foregoing *Final Order by Default* via United States Postal Service mail, certified mail postage prepaid, addressed to the following:

UpNorth Meats llc  
712 Cedar Ave.  
Shelby, MT 59474

UpNorth Meats llc  
Attn: Kenneth Bykonen  
724 Cedar Ave.  
Shelby, MT 59474-2435

DATED this 19th day of December, 2024.

---

Lindsey Simon  
Montana Department of Livestock



**BEFORE THE DEPARTMENT OF LIVESTOCK  
STATE OF MONTANA**

In the Matter of

**UPNORTH MEATS LLC**, a Montana  
limited liability company,

Custom Exempt License No. 3K4H.

**EXHIBIT A  
DECLARATION OF OLIVIA JOHNSON  
ENTERING DEFAULT**

I, Olivia Johnson, declare the following under penalty of perjury:

1. I am a citizen of the United States, over 18 years of age, a resident of Lewis and Clark County, Montana, and employed by the Montana Department of Livestock (Department).

In my opposition, I provide administrative support to the Milk, Meat, and Egg Inspection Bureau, including support related to actions taken against Department licensees.

2. The statements below are based upon my personal knowledge and my review of the Department's file and database.

3. On November 7, 2024, I mailed a *Notice of Proposed License Suspension and Opportunity for Hearing* (Notice) to UpNorth Meats llc to the following three addresses via U.S. Post Office certified mail, with the following certified mail receipt numbers:

UpNorth Meats llc  
712 Cedar Ave.  
Shelby, MT 59474  
Certified Mail No. 9589 0710 5270 0950 7387 39

UpNorth Meats llc  
1316 SE Front St.  
Shelby, MT 59474  
Certified Mail No. 9589 0710 5270 0950 7387 46

UpNorth Meats llc  
Attn: Kenneth Bykonen  
724 Cedar Ave.  
Shelby, MT 59474-2435

(Exhibit 1).

4. The first address is the principal and mailing address listed for UpNorth Meats llc on the Montana Secretary of State's website. The second address is the physical location of the licensed meat establishment. The third address is the address of the registered agent listed for UpNorth Meats llc on the Montana Secretary of State's website.


5. The tracking number for the first address described in Paragraph 3 indicated that the mailing was delivered and picked up at the Post Office on November 13, 2024. (Exhibit 2).

6. The tracking number for the second address described in Paragraph 3 indicated that the mailing was not delivered because the addressee was unknown. (Exhibit 3).

7. The tracking number for the third address described in Paragraph 3 indicated that the mailing was delivered and picked up at the Post Office on November 13, 2024. (Exhibit 4).

8. As of December 4, 2024, the Department has not received a request for hearing or other response to the Notice.

DATED this 4th day of December, 2024.

  
OLIVIA JOHNSON  
Helena, Montana

9589 0710 5270 0950 7387 39

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- |  |    |  |
|--|----|--|
| <input type="checkbox"/> Return Receipt (hardcopy)           | \$ |  |
| <input type="checkbox"/> Return Receipt (electronic)         | \$ |  |
| <input type="checkbox"/> Certified Mail Restricted Delivery  | \$ |  |
| <input type="checkbox"/> Adult Signature Required            | \$ |  |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ |  |

Postmark  
Here

Postage

\$

Total Postage and Fees

\$

Sent To VP North Meats LLC

Street and Apt. No., or PO Box No.

712 Cedar Ave

City, State, ZIP+4®

Shelby, MT 59474

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

EXHIBIT 1



9589 0710 5270 0950 7387 46

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

**Certified Mail Fee**

\$ \_\_\_\_\_

☐ Extra Services & Fees (check box, add fee as appropriate) \$ \_\_\_\_\_

☐ Return Receipt (hardcopy) \$ \_\_\_\_\_

☐ Return Receipt (electronic) \$ \_\_\_\_\_

☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_

☐ Adult Signature Required \$ \_\_\_\_\_

☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Total Postage and Fees \$ \_\_\_\_\_

Sent To \_\_\_\_\_

Street and Apt. No., or PO Box No. \_\_\_\_\_

City, State, ZIP+4® \_\_\_\_\_

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Postmark  
Here

North Mats LLC  
1316 SE Front St  
Shelbyville 50474

9589 0710 5270 0950 7387 53

U.S. Postal Service<sup>™</sup>  
**CERTIFIED MAIL<sup>®</sup> RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
- ☐ Return Receipt (electronic) \$
- ☐ Certified Mail Restricted Delivery \$
- ☐ Adult Signature Required \$
- ☐ Adult Signature Restricted Delivery \$

Postage

Total Postage and Fees

Postmark  
Here

Sent To  
Street and Apt. No., or PO Box No.  
City, State, ZIP+4<sup>®</sup>

UP North Main St Apt. Kenneth  
724 Cedar Ave  
Shelby, MT 59434-2435

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



ALERT: EFFECTIVE NOVEMBER 29, 2024, INTERNATIONAL MAIL SERVICE TO CANADA IS TEM...

# USPS Tracking®

FAQs >

Tracking Number:

Remove X

9589071052700950738739

Copy      Add to Informed Delivery (<https://informedelivery.usps.com/>)

## Latest Update

Your item was picked up at the post office at 12:55 pm on November 13, 2024 in SHELBY, MT 59474.

Get More Out of USPS Tracking:

USPS Tracking Plus®

## Delivered

Delivered, Individual Picked Up at Post Office

SHELBY, MT 59474

November 13, 2024, 12:55 pm

See All Tracking History

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (<https://faq.usps.com/s/article/Where-is-my-package>)

Feedback

Text & Email Updates



USPS Tracking Plus®



Product Information



See Less ^

Track Another Package



Enter tracking or barcode numbers

## Need More Help?

Contact USPS Tracking support for further assistance.

**FAQs**



ALERT: EFFECTIVE NOVEMBER 29, 2024, INTERNATIONAL MAIL SERVICE TO CANADA IS TEM...

USPS Tracking®

FAQs >

Tracking Number:

Remove X

9589071052700950738746

Copy      Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

Your package is moving within the USPS network and is on track to be delivered to its final destination. It is currently in transit to the next facility.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Moving Through Network

In Transit to Next Facility

December 3, 2024

Arrived at USPS Regional Facility

COLORADO SPRINGS CO DISTRIBUTION CENTER  
November 29, 2024, 4:32 pm

Arrived at USPS Regional Facility

GREAT FALLS MT DISTRIBUTION CENTER  
November 20, 2024, 8:22 pm

Arrived at USPS Regional Facility

BILLINGS MT DISTRIBUTION CENTER  
November 19, 2024, 5:36 pm

Arrived at USPS Regional Facility

COLORADO SPRINGS CO DISTRIBUTION CENTER  
November 15, 2024, 7:09 am

Feedback

**Addressee Unknown**

SHELBY, MT 59474

November 9, 2024, 10:08 am

**Arrived at USPS Regional Facility**

GREAT FALLS MT DISTRIBUTION CENTER

November 7, 2024, 9:55 pm

**Hide Tracking History****What Do USPS Tracking Statuses Mean?** (<https://faq.usps.com/s/article/Where-is-my-package>)**Text & Email Updates****USPS Tracking Plus®****Product Information****See Less**

Track Another Package

Enter tracking or barcode numbers

## Need More Help?

Contact USPS Tracking support for further assistance.

**FAQs**



ALERT: EFFECTIVE NOVEMBER 29, 2024, INTERNATIONAL MAIL SERVICE TO CANADA IS TEM...

USPS Tracking®

FAQs >

Tracking Number:

Remove X

9589071052700950738753

Copy      Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

Your item was picked up at the post office at 12:56 pm on November 13, 2024 in SHELBY, MT 59474.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Individual Picked Up at Post Office

SHELBY, MT 59474

November 13, 2024, 12:56 pm

See All Tracking History

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (<https://faq.usps.com/s/article/Where-is-my-package>)

Feedback

Text & Email Updates



USPS Tracking Plus®



Product Information



See Less ^

Track Another Package



Enter tracking or barcode numbers

## Need More Help?

Contact USPS Tracking support for further assistance.

[FAQs](#)



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Brian Simonson</b>		Division/Program: <b>Centralized Services</b>		Meeting Date: <b>12/19/2024</b>		
<b><u>Agenda Item:</u> November 30, 2024 State Special Revenue Report</b>						
Background Info: Report for month end comparisons of state special revenues.						
Recommendation: n/a						
Time needed: 10 min	Attachments:	Yes X	No	Board vote required:	Yes	No X
<b><u>Agenda Item:</u> December 2024 through June 2025 Budget Projections Report</b>						
Background Info: Report expenditure projections by division and/or bureau and attached boards.						
Recommendation: n/a						
Time needed: 15 min	Attachments:	Yes X	No	Board vote required?	Yes	No X
<b><u>Agenda Item:</u> November 30, 2024 Budget Comparison Report</b>						
Background Info: Report expenditure to budget comparison report by division and/or bureau and attached boards. This report also compares current year expenditures to prior year expenditures.						
Recommendation: n/a						
Time needed: 5 min	Attachments:	Yes X	No	Board vote required	Yes	No X



**MONTANA DEPARTMENT OF LIVESTOCK  
STATE SPECIAL REVENUE REPORT  
NOVEMBER 30, 2024**

**DEPARTMENT OF LIVESTOCK**  
**STATE SPECIAL REVENUE/PROPRIETARY COMPARISON FY 2025 - 2024**

		FY 2024 as of November 30, 2023	FY 2025 as of November 30, 2024	Difference November 30, FY23 & FY24	Budgeted Revenue FY 2024
	A	B	C	D	E
<b>Fund Description</b>					
<b>02425 Brands</b>					
New Brands & Transfers		\$ 40,514	\$ 53,053	\$ 12,539	\$ 140,000
Re-Recorded Brands		329,015	329,014	(1)	790,000
Security Interest Filing Fee		22,277	14,398	(7,879)	37,030
Livestock Dealers License		4,550	2,600	(1,950)	103,000
Field Inspections		70,639	82,032	11,393	245,000
Market Inspection Fees		461,297	538,198	76,901	1,448,000
Investment Earnings		198,731	174,649	(24,082)	405,000
Other Revenues		5,185	4,300	(885)	227,300
<b>Total Brands Division Revenue</b>		<b>\$ 1,132,208</b>	<b>\$ 1,198,244</b>	<b>\$ 66,036</b>	<b>\$ 3,395,330</b>
<b>02426 Per Capita Fee (PCF)</b>					
Per Capita Fee		\$ 205,577	\$ 105,232	\$ (100,345)	\$ 4,584,900
Indirect Cost Recovery		136,224	104,904	(31,320)	428,100
Investment Earnings		231,445	230,853	(592)	473,000
Other Revenues		4,984	28,832	23,848	15,100
<b>Total Per Capita Fee Revenue</b>		<b>\$ 578,230</b>	<b>\$ 469,821</b>	<b>\$ (108,409)</b>	<b>\$ 5,501,100</b>
<b>02701 Milk Inspection</b>					
Inspectors Assessment		\$ 113,628	\$ 112,898	\$ (730)	\$ 284,900
Investment Earnings		1,859	725	(1,134)	5,290
<b>Total Milk Inspection</b>		<b>\$ 115,487</b>	<b>\$ 113,623</b>	<b>\$ (1,864)</b>	<b>\$ 290,190</b>
<b>02262 EGG GRADING</b>					
Inspectors Assessment		\$ 90,915	\$ 107,447	\$ 16,532	\$ 212,000
<b>Total EGG GRADING</b>		<b>\$ 90,915</b>	<b>\$ 107,447</b>	<b>\$ 16,532</b>	<b>\$ 212,000</b>
<b>06026 Diagnostic Lab Fees</b>					
Lab Fees		\$ 427,929	\$ 446,220	\$ 18,291	\$ 1,553,000
* Investment Earnings		-	1,006	\$ 1,006	12,000
Other Revenues		672	2,305	1,633	4,215
<b>Total Diagnostic Lab Fees</b>		<b>\$ 428,601</b>	<b>\$ 448,525</b>	<b>\$ 20,930</b>	<b>\$ 1,569,215</b>
<b>Combined State Special Revenue Total</b>		<b>\$ 2,345,441</b>	<b>\$ 2,337,660</b>	<b>\$ (6,775)</b>	<b>\$ 10,967,835</b>

**Voluntary Wolf Donation Fund - per 81-7-123 MCA**

\*\* Donations \$ 35,370 \$ 35,962 \$ 592 \$ 114,900

The security interest brands liens renewal began in January 2023. Brands liens are amortized from January 2023 to December 2027. Security Interest Filing Fee revenue will be low at the beginning of the five year cycle and will increase from year to year.

The monthly rate of return on STIP investments was 4.78% and 5.46% for November 30, 2024 and November 30, 2023, respectively. As of November 30, the fiscal year-to-date average rate of return for fiscal year 2025 and 2024 was 5.1% and 5.36%, respectively. The Department's STIP balance in all funds as of November 30, 2024 and November 30, 2023 was \$23,710,412 and \$23,562,669, respectively or \$147,743 more than last year. This includes the proprietary STIP balance of \$251,006.

\* The Department received approval to invest diagnostic lab fees in STIP beginning in FY 2025.

\*\* Donations to the Volunteer Wolf Donation fund for the current fiscal year as of November 30, 2024 is \$35,962 or \$592 more than the same period last year. The total amount of donations received from inception of the voluntary wolf donation program is \$518,818 as of November 30, 2024. The Department has transferred \$482,997 of the voluntary wolf donations to Wild Life Services for predator control since the beginning of the program.

**MONTANA DEPARTMENT OF LIVESTOCK  
EXPENSE PROJECTION REPORT  
NOVEMBER 30, 2024**



**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** DEPARTMENT OF LIVESTOCK  
**PROGRAM:** DEPARTMENT OF LIVESTOCK

			Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>			142.62				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
<b>61000 PERSONAL SERVICES</b>							
1	61100 SALARIES	\$ 2,884,187	\$ 5,077,348	\$ 7,961,535	\$ 8,123,442	\$ 161,907	
2	61200 OVERTIME	123,006	184,919	307,925	343,074	35,149	
3	61300 OTHER/PER DIEM	2,800	6,400	9,200	10,600	1,400	
4	61400 BENEFITS	1,154,857	1,854,164	3,009,021	3,240,049	231,028	
5	TOTAL PERSONAL SERVICES	4,164,850	7,122,831	11,287,681	11,717,165	429,484	
<b>62000 OPERATIONS</b>							
7	62100 CONTRACT	418,153	1,254,026	1,672,179	1,805,530	133,351	
8	62200 SUPPLY	581,891	585,379	1,167,270	1,052,670	(114,600)	
9	62300 COMMUNICATION	121,339	186,451	307,790	311,689	3,899	
10	62400 TRAVEL	73,599	155,349	228,948	234,541	5,593	
11	62500 RENT	308,343	535,531	843,874	841,163	(2,711)	
12	62600 UTILITIES	20,460	20,573	41,033	35,104	(5,929)	
13	62700 REPAIR & MAINT	56,468	212,515	268,983	265,642	(3,341)	
14	62800 OTHER EXPENSES	134,315	354,276	488,591	539,109	50,518	
15	TOTAL OPERATIONS	1,714,568	3,304,100	5,018,668	5,085,447	66,779	
<b>63000 EQUIPMENT</b>							
17	63100 EQUIPMENT	-	97,935	97,935	97,935	-	
18	TOTAL EQUIPMENT	-	97,935	97,935	97,935	-	
<b>67000 CLAIMS</b>							
20	67200 DEPREDATION REMEDIATION	143,637	6,363	150,000	150,000	-	
21	TOTAL CLAIMS	143,637	6,363	150,000	150,000	-	
<b>68000 TRANSFERS</b>							
23	68000 TRANSFERS	18,798	402,117	420,915	405,695	(15,220)	
24	TOTAL TRANSFERS	18,798	402,117	420,915	405,695	(15,220)	
25	TOTAL EXPENDITURES	\$ 6,041,853	\$ 10,933,346	\$ 16,975,199	\$ 17,456,242	\$ 481,043	
<b>26 BUDGETED FUNDS</b>							
27	01100 GENERAL FUND	\$ 1,641,944	\$ 2,676,462	\$ 4,318,406	\$ 3,996,861	\$ (321,545)	
28	02262 SHIELDED EGG GRADING FEES	96,808	111,900	208,708	380,708	172,000	
29	02425 BRAND INSPECTION FEES	1,827,167	1,797,019	3,624,186	3,624,186	-	
30	02426 PER CAPITA FEE	1,341,430	3,658,511	4,999,941	5,309,921	309,980	
31	02427 ANIMAL HEALTH	5,729	11,501	17,230	17,230	-	
32	02701 MILK INSPECTION FEES	105,424	228,850	334,274	418,711	84,437	
33	02817 MILK CONTROL	74,716	125,646	200,362	227,185	26,823	
34	03209 MEAT & POULTRY INSPECTION	31,728	883,939	915,667	1,205,000	289,333	
35	03032 SHELL EGG FEDERAL INSPECTION FEES	10,381	5,375	15,756	15,671	(85)	
36	03427 FEDERAL UMBRELLA FFY24	232,075	495,706	727,781	658,107	(69,674)	
	03427 FEDERAL UMBRELLA FFY25	-	-	-	211,031	211,031	
37	03673 FEDERAL ANIMAL HEALTH DISEASE GRA	-	21,729	21,729	21,729	-	
38	06026 DIAGNOSTIC LABORATORY FEES	674,451	916,708	1,591,159	1,369,902	(221,257)	
39	TOTAL BUDGETED FUNDS	\$ 6,041,853	\$ 10,933,346	\$ 16,975,199	\$ 17,456,242	\$ 481,043	

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES

**PROGRAM:** CENTRAL SERVICES AND BOARD OF LIVESTOCK

		Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>		<b>14.00</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>61000 PERSONAL SERVICES</b>					
<b>1</b>	61100 SALARIES	\$ 358,523	\$ 671,449	\$ 1,029,972	\$ 941,315	\$ (88,657)
<b>2</b>	61104 OVERTIME	5,195	6,391	11,586	15,011	3,425
<b>3</b>	61300 OTHER/PER DIEM	2,600	4,900	7,500	7,600	100
<b>4</b>	61400 BENEFITS	129,991	211,931	341,922	302,111	(39,811)
<b>5</b>	TOTAL PERSONAL SERVICES	496,309	894,671	1,390,980	1,266,037	(124,943)
<b>6</b>	<b>62000 OPERATIONS</b>					
<b>7</b>	62100 CONTRACT	24,765	60,468	85,233	135,212	49,979
<b>8</b>	62200 SUPPLY	49,984	15,692	65,676	109,849	44,173
<b>9</b>	62300 COMMUNICATION	18,995	33,649	52,644	80,762	28,118
<b>10</b>	62400 TRAVEL	5,869	28,492	34,361	32,651	(1,710)
<b>11</b>	62500 RENT	67,415	99,319	166,734	223,272	56,538
<b>12</b>	62700 REPAIR & MAINT	1,712	7,455	9,167	22,038	12,871
<b>13</b>	62800 OTHER EXPENSES	5,564	16,321	21,885	45,860	23,975
<b>14</b>	TOTAL OPERATIONS	174,304	261,396	435,700	649,644	213,944
<b>15</b>	<b>68000 TRANSFERS</b>					
<b>16</b>	68000 TRANSFERS	18,798	162,117	180,915	165,695	(15,220)
<b>17</b>	TOTAL TRANSFERS	18,798	162,117	180,915	165,695	(15,220)
<b>18</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 689,411</b>	<b>\$ 1,318,184</b>	<b>\$ 2,007,595</b>	<b>\$ 2,081,376</b>	<b>\$ 73,781</b>
<b>19</b>	<b>BUDGETED FUNDS</b>					
<b>20</b>	02426 PER CAPITA	\$ 689,411	\$ 1,318,184	\$ 2,007,595	\$ 2,081,376	\$ 73,781
<b>21</b>	<b>TOTAL BUDGETED FUNDS</b>	<b>\$ 689,411</b>	<b>\$ 1,318,184</b>	<b>\$ 2,007,595</b>	<b>\$ 2,081,376</b>	<b>\$ 73,781</b>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK  
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES  
**PROGRAM:** LIVESTOCK LOSS BOARD

	Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>	<b>1.00</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>61000 PERSONAL SERVICES</b>					
<b>1</b> 61100 SALARIES	\$ 56,791	\$ 29,760	\$ 86,551	\$ 81,609	\$ (4,942)
<b>2</b> 61300 OTHER/PER DIEM	-	500	500	1,500	1,000
<b>3</b> 61400 BENEFITS	14,502	13,193	27,695	27,068	(627)
<b>4</b> TOTAL PERSONAL SERVICES	71,293	43,453	114,746	110,177	(4,569)
<b>5 62000 OPERATIONS</b>					
<b>6</b> 62100 CONTRACT	482	2,670	3,152	4,707	1,555
<b>7</b> 62200 SUPPLY	564	208	772	3,531	2,759
<b>8</b> 62300 COMMUNICATION	1,195	2,690	3,885	6,151	2,266
<b>9</b> 62400 TRAVEL	-	4,635	4,635	11,532	6,897
<b>10</b> 62500 RENT	1,424	1,993	3,417	11,268	7,851
<b>11</b> 62700 REPAIR & MAINT	157	42	199	459	260
<b>12</b> 62800 OTHER EXPENSES	462	1,254	1,716	4,764	3,048
<b>13</b> TOTAL OPERATIONS	4,284	13,492	17,776	42,412	24,636
<b>14 67000 CLAIMS</b>					
<b>15</b> 67200 DEPREDATION REMEDIATION	143,637	6,363	150,000	150,000	-
<b>16</b> TOTAL CLAIMS	143,637	6,363	150,000	150,000	-
<b>17 TOTAL EXPENDITURES</b>	<u>\$ 219,214</u>	<u>\$ 63,308</u>	<u>\$ 282,522</u>	<u>\$ 302,589</u>	<u>\$ 20,067</u>
<b>18 BUDGETED FUNDS</b>					
<b>19</b> 01100 GENERAL FUND	<u>\$ 219,214</u>	<u>\$ 63,308</u>	<u>\$ 282,522</u>	<u>\$ 302,589</u>	<u>\$ 20,067</u>
<b>20 TOTAL BUDGETED FUNDS</b>	<u>\$ 219,214</u>	<u>\$ 63,308</u>	<u>\$ 282,522</u>	<u>\$ 302,589</u>	<u>\$ 20,067</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.



**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES  
**PROGRAM:** MILK CONTROL BUREAU

	Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>	<b>2.00</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>61000 PERSONAL SERVICES</b>					
<b>1</b> 61100 SALARIES	\$ 47,122	\$ 80,348	\$ 127,470	\$ 131,057	\$ 3,587
<b>2</b> 61102 OVERTIME	1,380	267	1,647	-	(1,647)
<b>3</b> 61300 OTHER/PER DIEM	200	1,000	1,200	1,500	300
<b>4</b> 61400 BENEFITS	18,168	28,540	46,708	40,107	(6,601)
<b>5</b> TOTAL PERSONAL SERVICES	<u>66,870</u>	<u>110,155</u>	<u>177,025</u>	<u>172,664</u>	<u>(4,361)</u>
<b>6</b>					
<b>62000 OPERATIONS</b>					
<b>8</b> 62100 CONTRACT	996	1,927	2,923	12,950	10,027
<b>9</b> 62200 SUPPLY	1,520	1,840	3,360	7,279	3,919
<b>10</b> 62300 COMMUNICATION	1,602	3,330	4,932	6,318	1,386
<b>11</b> 62400 TRAVEL	-	500	500	968	468
<b>12</b> 62500 RENT	3,142	5,698	8,840	20,191	11,351
<b>13</b> 62700 REPAIR & MAINT	-	176	176	454	278
<b>14</b> 62800 OTHER EXPENSES	586	2,020	2,606	6,361	3,755
<b>15</b> TOTAL OPERATIONS	<u>7,846</u>	<u>15,491</u>	<u>23,337</u>	<u>54,521</u>	<u>31,184</u>
<b>16</b> TOTAL EXPENDITURES	<u>\$ 74,716</u>	<u>\$ 125,646</u>	<u>\$ 200,362</u>	<u>\$ 227,185</u>	<u>\$ 26,823</u>
<b>17</b>					
<b>18 BUDGETED FUNDS</b>					
<b>19</b> 02817 MILK CONTROL	\$ 74,716	\$ 125,646	\$ 200,362	\$ 227,185	\$ 26,823
<b>20</b> TOTAL BUDGETED FUNDS	<u>\$ 74,716</u>	<u>\$ 125,646</u>	<u>\$ 200,362</u>	<u>\$ 227,185</u>	<u>\$ 26,823</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION - STATE VETERINARIAN  
**PROGRAM:** STATE VETERINARIAN IMPORT OFFICE

		Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>		<b>8.00</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 186,547	\$ 383,430	\$ 569,977	\$ 557,978	\$ (11,999)
2	61300 OTHER/PER DIEM	3,444	5,964	9,408	8,081	(1,327)
3	61400 BENEFITS	70,017	111,695	181,712	188,853	7,141
4	TOTAL PERSONAL SERVICES	260,008	501,089	761,097	754,912	(6,185)
5	62000 OPERATIONS					
6	62100 CONTRACT	18,639	18,240	36,879	42,810	5,931
7	62200 SUPPLY	15,155	69	15,224	11,231	(3,993)
8	62300 COMMUNICATION	11,044	4,210	15,254	32,895	17,641
9	62400 TRAVEL	4,147	2,919	7,066	4,484	(2,582)
10	62500 RENT	6,205	13,127	19,332	8,801	(10,531)
11	62600 UTILITIES	-	11	11	13	2
12	62700 REPAIR & MAINT	1,935	2,623	4,558	3,895	(663)
13	62800 OTHER EXPENSES	11,798	1,228	13,026	9,903	(3,123)
14	TOTAL OPERATIONS	68,923	42,427	111,350	114,032	2,682
15	63000 EQUIPMENT					
16	63100 EQUIPMENT	-	50,000	50,000	50,000	-
17	TOTAL EQUIPMENT	-	50,000	50,000	50,000	-
18	TOTAL EXPENDITURES	\$ 328,931	\$ 593,516	\$ 922,447	\$ 918,944	\$ (3,503)
19	BUDGETED FUNDS					
20	02426 PER CAPITA FEE	\$ 323,202	\$ 591,590	\$ 914,792	\$ 911,289	\$ (3,503)
21	02427 ANIMAL HEALTH FEES	5,729	1,926	7,655	7,655	-
22	TOTAL BUDGET FUNDING	\$ 328,931	\$ 593,516	\$ 922,447	\$ 918,944	\$ (3,503)

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION - STATE VETERINARIAN

**PROGRAM:** DESIGNATED SURVEILLANCE AREA (DSA) & FEDERAL ANIMAL HEALTH DISEASE GRANTS

		Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>		5.75				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>61000 PERSONAL SERVICES</b>						
<b>1</b>	61100 SALARIES	\$ 99,419	\$ 231,496	\$ 330,915	\$ 399,610	\$ 68,695
<b>2</b>	61300 OTHER/PER DIEM	1,329	-	1,329	6,973	5,644
<b>3</b>	61400 BENEFITS	38,352	76,192	114,544	150,529	35,985
<b>4</b>	TOTAL PERSONAL SERVICES	139,100	307,688	446,788	557,112	110,324
<b>62000 OPERATIONS</b>						
<b>6</b>	62100 CONTRACT	222,754	786,198	1,008,952	1,073,899	64,947
<b>7</b>	62200 SUPPLY	6,259	14,826	21,085	39,902	18,817
<b>8</b>	62300 COMMUNICATION	2,746	5,364	8,110	12,413	4,303
<b>9</b>	62400 TRAVEL	3,853	8,740	12,593	14,540	1,947
<b>10</b>	62500 RENT	11,396	11,662	23,058	24,435	1,377
<b>11</b>	62700 REPAIR & MAINT	2,179	5,776	7,955	8,618	663
<b>12</b>	62800 OTHER EXPENSES	12,506	25,681	38,187	64,423	26,236
<b>13</b>	TOTAL OPERATIONS	261,693	858,247	1,119,940	1,238,230	118,290
<b>68000 TRANSFERS</b>						
<b>15</b>	68000 TRANSFERS	-	240,000	240,000	240,000	-
<b>16</b>	TOTAL TRANSFERS	-	240,000	240,000	240,000	-
<b>17</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 400,793</b>	<b>\$ 1,405,935</b>	<b>\$ 1,806,728</b>	<b>\$ 2,035,342</b>	<b>\$ 228,614</b>
<b>18 BUDGETED FUNDS</b>						
<b>19</b>	01100 GENERAL FUND	\$ 168,718	\$ 910,229	\$ 1,078,947	\$ 1,166,204	\$ 87,257
<b>20</b>	03427 FEDERAL UMBRELLA FFY2	232,075	495,706	727,781	658,107	(69,674)
<b>21</b>	03427 FEDERAL UMBRELLA FFY2	-	-	-	211,031	211,031
<b>22</b>	<b>TOTAL BUDGETED FUNDS</b>	<b>\$ 400,793</b>	<b>\$ 1,405,935</b>	<b>\$ 1,806,728</b>	<b>\$ 2,035,342</b>	<b>\$ 228,614</b>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.



**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** DIAGNOSTIC LABORATORY

	Year-to Date Actual Expenses FY 2025	Projected Expenses December 2024 to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Excess/ (Deficit)
<b>BUDGETED FTE</b>	22.01				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>61000 PERSONAL SERVICES</b>					
<b>1</b> 61100 SALARIES	\$ 477,079	\$ 830,135	\$ 1,307,214	\$ 1,434,830	\$ 127,616
<b>2</b> 61102 OVERTIME	9,541	28,811	38,352	32,139	(6,213)
<b>3</b> 61400 BENEFITS	182,247	307,272	489,519	518,602	29,083
<b>4</b> TOTAL PERSONAL SERVICES	<u>668,867</u>	<u>1,166,218</u>	<u>1,835,085</u>	<u>1,985,571</u>	<u>150,486</u>
<b>5</b>					
<b>6 62000 OPERATIONS</b>					
<b>7</b> 62100 CONTRACT	63,752	185,427	249,179	191,178	(58,001)
<b>8</b> 62200 SUPPLY	418,088	491,754	909,842	696,099	(213,743)
<b>9</b> 62300 COMMUNICATION	41,923	59,559	101,482	64,249	(37,233)
<b>10</b> 62400 TRAVEL	8,266	13,289	21,555	10,014	(11,541)
<b>11</b> 62500 RENT	42,381	60,319	102,700	91,578	(11,122)
<b>12</b> 62600 UTILITIES	14,460	20,562	35,022	28,531	(6,491)
<b>13</b> 62700 REPAIR & MAINT	20,814	127,238	148,052	139,138	(8,914)
<b>14</b> 62800 OTHER EXPENSES	11,046	50,363	61,409	36,712	(24,697)
<b>15</b> TOTAL OPERATIONS	<u>620,730</u>	<u>1,008,511</u>	<u>1,629,241</u>	<u>1,257,498</u>	<u>(371,743)</u>
<b>16 63000 EQUIPMENT</b>					
<b>17</b> 63100 EQUIPMENT	-	19,967	19,967	19,967	-
<b>18</b> TOTAL EQUIPMENT	<u>-</u>	<u>19,967</u>	<u>19,967</u>	<u>19,967</u>	<u>-</u>
<b>19 TOTAL EXPENDITURES</b>	<u>\$ 1,289,597</u>	<u>\$ 2,194,696</u>	<u>\$ 3,484,293</u>	<u>\$ 3,263,036</u>	<u>\$ (221,257)</u>
<b>20</b>					
<b>21 BUDGETED FUNDS</b>					
<b>22</b> 01100 GENERAL FUND	\$ 286,329	\$ 761,392	\$ 1,047,721	\$ 1,047,721	\$ -
<b>23</b> 02426 PER CAPITA FEE	328,817	494,867	823,684	823,684	-
<b>24</b> 03673 FEDERAL ANIMAL HEALTH DISEASE	-	21,729	21,729	21,729	-
<b>25</b> 06026 DIAGNOSTIC LABORATORY FEES	674,451	916,708	1,591,159	1,369,902	(221,257)
<b>26 TOTAL BUDGETED FUNDS</b>	<u>\$ 1,289,597</u>	<u>\$ 2,194,696</u>	<u>\$ 3,484,293</u>	<u>\$ 3,263,036</u>	<u>\$ (221,257)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK  
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** MILK & EGG BUREAU  
**PROGRAM:** MILK AND EGG / SHIELDED EGG GRADING

	Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	Projected FY 2023 Expenses	FY 2025 Budget	Projected Excess/ (Deficit)
<b>BUDGETED FTE</b>	6.75				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>61000 PERSONAL SERVICES</b>					
1 61100 SALARIES	\$ 128,435	\$ 187,661	\$ 316,096	\$ 409,162	\$ 93,066
2 61200 OVERTIME	2,703	3,282	5,985	15,881	9,896
3 61400 BENEFITS	45,661	70,198	115,859	169,147	53,288
4 TOTAL PERSONAL SERVICES	176,799	261,141	437,940	594,190	156,250
<b>62000 OPERATIONS</b>					
6 62100 CONTRACT	19,426	41,550	60,976	134,081	73,105
7 62200 SUPPLY	1,196	6,965	8,161	19,206	11,045
8 62300 COMMUNICATION	2,068	9,970	12,038	7,644	(4,394)
9 62400 TRAVEL	725	7,222	7,947	13,487	5,540
10 62500 RENT	8,823	12,177	21,000	26,847	5,847
11 62700 REPAIR & MAINT	232	2,362	2,594	2,936	342
12 62800 OTHER EXPENSES	3,344	4,738	8,082	16,699	8,617
13 TOTAL OPERATIONS	35,814	84,984	120,798	220,900	100,102
14 TOTAL EXPENDITURES	\$ 212,613	\$ 346,125	\$ 558,738	\$ 815,090	\$ 256,352
<b>15 BUDGETED FUNDS</b>					
16 02262 SHIELDED EGG GRADING FEES	\$ 96,808	\$ 111,900	\$ 208,708	\$ 380,708	\$ 172,000
17 02701 MILK INSPECTION FEES	105,424	228,850	334,274	418,711	84,437
18 03202 SHELL EGG FEDERAL INSPECTION	10,381	5,375	15,756	15,671	(85)
19 TOTAL BUDGET FUNDING	\$ 212,613	\$ 346,125	\$ 558,738	\$ 815,090	\$ 256,352

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven

**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** MEAT INSPECTION

	Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
<b>BUDGETED FTE</b>	<b>26.50</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 499,718	\$ 906,745	\$ 1,406,463	\$ 1,311,323	\$ (95,140)
2 61200 OVERTIME	21,325	32,467	53,792	58,906	5,114
3 61400 BENEFITS	218,706	374,229	592,935	609,028	16,093
4 TOTAL PERSONAL SERVICES	739,749	1,313,441	2,053,190	1,979,257	(73,933)
5					
6 62000 OPERATIONS					
7 62100 CONTRACT	24,836	62,972	87,808	77,405	(10,403)
8 62200 SUPPLY	34,543	8,949	43,492	42,788	(704)
9 62300 COMMUNICATION	9,878	17,196	27,074	27,072	(2)
10 62400 TRAVEL	36,567	57,031	93,598	89,999	(3,599)
11 62500 RENT	80,193	158,428	238,621	186,360	(52,261)
12 62700 REPAIR & MAINT	611	1,944	2,555	4,678	2,123
13 62800 OTHER EXPENSES	73,034	215,086	288,120	287,363	(757)
14 TOTAL OPERATIONS	259,662	521,606	781,268	715,665	(65,603)
15 TOTAL EXPENDITURES	<u>\$ 999,411</u>	<u>\$ 1,835,047</u>	<u>\$ 2,834,458</u>	<u>\$ 2,694,922</u>	<u>\$ (139,536)</u>
16					
17 BUDGETED FUNDS					
18 01100 GENERAL FUND	\$ 967,683	\$ 941,533	\$ 1,909,216	\$ 1,480,347	\$ (428,869)
19 02427 ANIMAL HEALTH FEES	-	9,575	9,575	9,575	-
20 03209 MEAT & POULTRY INSPECTION	31,728	883,939	915,667	1,205,000	289,333
21 TOTAL BUDGET FUNDING	<u>\$ 999,411</u>	<u>\$ 1,835,047</u>	<u>\$ 2,834,458</u>	<u>\$ 2,694,922</u>	<u>\$ (139,536)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK**  
**PROJECTED EXPENSE TO BUDGET COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** BRANDS ENFORCEMENT  
**PROGRAM:** BRANDS ENFORCEMENT

	Year-to-Date Actual Expenses November FY 2025	Projected Expenses December to June 2025	FY 2025 Projected Year End Expense Totals	FY 2025 Budget	Projected Budget Excess/ (Deficit)
--	---	---	---	-------------------	---

BUDGETED FTE	54.61
--------------	-------

	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES		\$ 1,030,553	\$ 1,756,324	\$ 2,786,877	\$ 2,856,558	\$ 69,681
2 61200 OVERTIME		78,089	107,737	185,826	206,083	20,257
3 61400 BENEFITS		437,213	660,914	1,098,127	1,234,604	136,477
4 TOTAL PERSONAL SERVICES		<u>1,545,855</u>	<u>2,524,975</u>	<u>4,070,830</u>	<u>4,297,245</u>	<u>226,415</u>
5 62000 OPERATIONS						
6 62100 CONTRACT		42,503	94,574	137,077	133,288	(3,789)
7 62200 SUPPLY		54,582	45,076	99,658	122,785	23,127
8 62300 COMMUNICATION		31,888	50,483	82,371	74,185	(8,186)
9 62400 TRAVEL		14,172	32,521	46,693	56,866	10,173
10 62500 RENT		87,364	172,808	260,172	248,411	(11,761)
11 62600 UTILITIES		6,000	-	6,000	6,560	560
12 62700 REPAIR & MAINT		28,828	64,899	93,727	83,426	(10,301)
13 62800 OTHER EXPENSES		15,975	37,585	53,560	67,024	13,464
14 TOTAL OPERATIONS		<u>281,312</u>	<u>497,946</u>	<u>779,258</u>	<u>792,545</u>	<u>13,287</u>
15 63000 EQUIPMENT						
16 63100 EQUIPMENT		-	27,968	27,968	27,968	-
17 TOTAL EQUIPMENT		<u>-</u>	<u>27,968</u>	<u>27,968</u>	<u>27,968</u>	<u>-</u>
18 TOTAL EXPENDITURES		<u>\$ 1,827,167</u>	<u>\$ 3,050,889</u>	<u>\$ 4,878,056</u>	<u>\$ 5,117,758</u>	<u>\$ 239,702</u>
19						
20 BUDGETED FUNDS						
21 02425 BRAND INSPECTION FEES		\$ 1,827,167	\$ 1,797,019	\$ 3,624,186	\$ 3,624,186	\$ -
22 02426 PER CAPITA FEES		-	1,253,870	1,253,870	1,493,572	239,702
23 TOTAL BUDGET FUNDING		<u>\$ 1,827,167</u>	<u>\$ 3,050,889</u>	<u>\$ 4,878,056</u>	<u>\$ 5,117,758</u>	<u>\$ 239,702</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.



**MONTANA DEPARTMENT OF LIVESTOCK  
EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION: DEPARTMENT OF LIVESTOCK  
PROGRAM: DEPARTMENT OF LIVESTOCK**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
<b>BUDGETED FTE</b>		<b>142.62</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
<b>61000 PERSONAL SERVICES</b>						
1	61100 SALARIES	\$ 8,123,442	\$ 2,884,187	\$ 2,816,741	\$ 67,446	\$ 5,239,255
2	61200 OVERTIME	343,074	123,006	181,659	(58,653)	220,068
3	61300 OTHER/PER DIEM	10,600	2,800	3,200	(400)	7,800
4	61400 BENEFITS	3,240,049	1,154,857	1,208,993	(54,136)	2,085,192
5	TOTAL PERSONAL SERVICES	11,717,165	4,164,850	4,210,593	(45,743)	7,552,315
<b>6 62000 OPERATIONS</b>						
7	62100 CONTRACT	1,805,530	418,153	583,995	(165,842)	1,387,377
8	62200 SUPPLY	1,052,670	581,891	558,279	23,612	470,779
9	62300 COMMUNICATION	311,689	121,339	101,474	19,865	190,350
10	62400 TRAVEL	234,541	73,599	82,831	(9,232)	160,942
11	62500 RENT	841,163	308,343	232,670	75,673	532,820
12	62600 UTILITIES	35,104	20,460	20,030	430	14,644
13	62700 REPAIR & MAINT	265,642	56,468	84,053	(27,585)	209,174
14	62800 OTHER EXPENSES	539,109	134,315	136,691	(2,376)	404,794
15	TOTAL OPERATIONS	5,085,447	1,714,568	1,800,023	(85,455)	3,370,879
<b>16 63000 EQUIPMENT</b>						
17	63100 EQUIPMENT	97,935	-	-	-	97,935
18	TOTAL EQUIPMENT	97,935	-	-	-	97,935
<b>20 67000 CLAIMS</b>						
21	67200 DEPRECIATION REMEDIATION	150,000	143,637	79,938	63,699	6,363
22	TOTAL CLAIMS	150,000	143,637	79,938	63,699	6,363
<b>23 68000 TRANSFERS</b>						
24	68000 TRANSFERS	405,695	18,798	37,228	(18,430)	386,897
25	TOTAL TRANSFERS	405,695	18,798	37,228	(18,430)	386,897
26	TOTAL	\$ 17,456,242	\$ 6,041,853	\$ 6,127,782	\$ (85,929)	\$ 11,414,389
<b>27 BUDGETED FUNDS</b>						
28	01100 GENERAL FUND	\$ 3,996,861	\$ 1,641,944	\$ 1,062,892	\$ 579,052	\$ 2,354,917
29	02262 SHIELDED EGG GRADING FEES	380,708	96,808	76,911	19,897	283,900
30	02425 BRAND INSPECTION FEES	3,624,186	1,827,167	1,885,380	(58,213)	1,797,019
31	02426 PER CAPITA FEE	5,309,921	1,341,430	1,549,201	(207,771)	3,968,491
32	02427 ANIMAL HEALTH	17,230	5,729	-	5,729	11,501
33	02701 MILK INSPECTION FEES	418,711	105,424	132,705	(27,281)	313,287
34	02817 MILK CONTROL	227,185	74,716	66,478	8,238	152,469
35	03209 MEAT & POULTRY INSPECTION-FED	1,205,000	31,728	390,445	(358,717)	1,173,272
36	03032 SHELL EGG FEDERAL INSPECTION	15,671	10,381	2,802	7,579	5,290
37	03427 FEDERAL UMBRELLA FFY24	658,107	232,075	260,419	(28,344)	426,032
38	03427 FEDERAL UMBRELLA FFY25	211,031	-	-	-	211,031
39	03673 FEDERAL ANIMAL HEALTH DISEASE	21,729	-	18,735	(18,735)	21,729
40	06026 DIAGNOSTIC LABORATORY FEES	1,369,902	674,451	681,814	(7,363)	695,451
41	TOTAL BUDGET FUNDING	\$ 17,456,242	\$ 6,041,853	\$ 6,127,782	\$ (85,929)	\$ 11,414,389

The Department of Livestock is budgeted for \$17,456,242 and 142.62 FTE in FY 2025. Personal services budget is 36% expended with 38% of payrolls complete. Personal services expended as of November 2024 was \$45,743 lower than November 2023. Operations are 34% expended with 34% of the budget year lapsed. Operation expenses as of November 2024 were \$85,455 lower than November 2023. Overall, Department of Livestock total expenditures were \$85,929 lower than the same period last year. As of November 30, 2024, 35% of the department's budget has been expended.

The Department had employee termination payouts of \$209,134 and \$115,712 for the period ending November 30, 2024 and November 30, 2023, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION: DEPARTMENT OF LIVESTOCK**

**PROGRAM: STATUTORY APPROPRIATIONS / BUDGET AMENMENTS / HOUSEBILL 10**

**BUDGET TO ACTUAL EXPENSE  
COMPARISON REPORT**

		Year-to-Date Actual Expenses	Same Period Prior Year Actual Expenses		
	FY 2025 Budget	November FY 2025	November FY 2024	Year to Year Comparison	Balance of Budget Available

**STATUTORY APPROPRIATED, BUDGET AMENDED AND HOUSEBILL 10 EXPENDITURES**

	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES	\$	25,671	\$ 11,634	\$ 12,795	\$ (1,161)	\$ 14,037
2 61400 BENEFITS		13,823	6,837	7,915	(1,078)	6,986
3 TOTAL PERSONAL SERVICES		39,494	18,471	20,710	(2,239)	21,023
4 62000 OPERATIONS						
5 62100 CONTRACT		1,034,929	1,027,833	676,285	351,548	7,096
6 62200 SUPPLY		100,359	46,626	60,951	(14,325)	53,733
7 62300 COMMUNICATION		9,614	4,646	4,446	200	4,968
8 62400 TRAVEL		45,170	7,581	4,144	3,437	37,589
9 62500 RENT		1,155	-	47,400	(47,400)	1,155
10 62700 REPAIR & MAINT		11,845	47,377	47,126	251	(35,532)
11 62800 OTHER EXPENSES		222,262	3,955	54,388	(50,433)	218,307
12 TOTAL OPERATIONS		1,425,334	1,138,018	894,740	243,278	287,316
13 63000 EQUIPMENT						
14 63100 EQUIPMENT		1,200,394	55,036	107,227	(52,191)	1,145,358
15 63400 INTANGIBLE ASSETS		-	-	9,137	(9,137)	-
16 TOTAL EQUIPMENT		1,200,394	55,036	116,364	(61,328)	1,145,358
17 66000 GRANTS						
18 66100 FROM STATE SOURCES		128,000	126,730	81,139	45,591	1,270
19 TOTAL GRANTS		128,000	126,730	81,139	45,591	1,270
20 67000 CLAIMS						
21 67200 DEPREDAATION REMEDIATION		300,000	-	-	-	300,000
22 67200 INDEMNITY PAYMENTS		10,000	-	-	-	10,000
23 TOTAL CLAIMS		310,000	-	-	-	310,000
24 TOTAL EXPENDITURES	\$	3,103,222	\$ 1,338,255	\$ 1,112,953	\$ 225,302	\$ 1,764,967
25 <b>STATUTORY APPROPRIATED (SA) :: BUDGET AMENDED (BA) FUNDS :: HOUSEBILL 10 (HB10)</b>						
26 02117 PREDATOR ANIMAL CONTROL (SA)	\$	575,000	\$ 575,000	\$ 562,065	\$ 12,935	\$ -
27 02124 LIVESTOCK LOSS REMEDIATION (SA)		300,000	-	-	-	300,000
28 02125 LIVESTOCK LOSS REDUCTION (SA)		244,000	242,563	81,139	161,424	1,437
29 02136 WOLF MITIGATION DONATIONS (SA)		125,915	125,915	113,958	11,957	-
30 02426 PER CAPITA FEE (HB10)		-	-	9,137	(9,137)	-
31 02980 INDEMNITY FUND (SA)		10,000	-	-	-	10,000
32 03032 MILK INSPECTION EQUIPMENT		56,436	7,887	-	7,887	48,549
33 03209 MEAT & POULTRY INSPECTION (BA)		-	-	98,282	(98,282)	-
34 03427 FEDERAL UMBRELLA FUNDING (BA)		-	-	-	-	-
35 03427 SHIP (BA)		10,000	2,880	-	2,880	7,120
36 03427 FAD OUTBREAK (BA)		88,567	1,501	-	1,501	87,066
37 03427 CWD (BA)		205,616	79,562	-	79,562	126,054
38 03673 NAHLN (BA)		233,886	180,421	167,503	12,918	53,465
39 03673 NAHLN (LIMS IMPROVEMENT)		170,950	-	-	-	170,950
40 03673 NAHLN ARP AWARD (BA)		1,000,000	55,036	-	55,036	944,964
41 03710 ANIMAL DISEASE TRACEABILITY (BA)		82,852	67,490	80,869	(13,379)	15,362
42 TOTAL SA, BA AND HB10 FUNDING	\$	3,103,222	\$ 1,338,255	\$ 1,112,953	\$ 225,302	\$ 1,764,967

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT NOTES  
NOVEMBER 30, 2024**

**DIVISION: DEPARTMENT OF LIVESTOCK**

**PROGRAM: STATUTORY APPROPRIATIONS / BUDGET AMENMENTS / HOUSEBILL 10**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date Actual Expenses		Same Period Prior Year Actual		Balance of Budget Available
	FY 2025 Budget	November FY 2025	Expenses FY 2024	Year to Year Comparison	

**STATUTORY APPROPRIATED, BUDGET AMENDED AND HOUSEBILL 10 NOTES**

**NOTES TO THE BUDGETARY EXPENSES COMPARISON REPORT FOR STATUTORY APPROPRIATIONS, BUDGET AMENDMENTS AND HOUSE BILL 10**

Predator animal control is funded with a transfer of per capita fees monies to the fund. The department has paid three counties \$41,290 and Wildlife Services \$523,710. The three counties do not have a cooperative agreement with Wildlife Services for predator control.

The Livestock Loss Board is statutorily budgeted with \$300,000 for livestock depredation loss remediation. Because the Livestock Loss Board has House Bill 02 authority for livestock depredation loss claims, it has not paid claims from the Statutory Appropriations fund 02124. From the total amount budgeted for depredation claims of \$450,000 in House Bill 02 and Statutory Appropriations, LLB has expended \$143,637 or 32% of the total depredation claims budgets, account 67200. In FY 2024, LLB paid \$79,938 for depredation claims as of November 30, 2023 or \$63,699 less than the current year.

The Livestock Loss Board is statutorily budgeted with \$244,000 for livestock depredation reductions grants. As of November 30, 2024 the Board has spend \$126,730 on livestock depredations reductions grants in FY 2025.

The Wolf Mitigation Donations fund is funded with donations, mostly from hunters and anglers, while purchasing hunting and fishing licenses. The Department collected \$125,364 and \$114,370 in FY 2024 and FY 2023, respectively, and paid those amounts to Wildlife Services in FY 2025 and FY 2024, respectivley. The Department has an MOU with Wildlife Services for the monitoring and removal of wolves.

81-2-203 MCA created a stutatory indemnity special revenue fund for compensation of animals for slaughter due to disease under the direction of the Department as per 81-2-201 MCA. The Department may transfer \$10,000 per year to the fund. Unspent monies are carried forward to subsequent years until the fund accumulates \$100,000 of transferred funds. Payments are limited to the cash balance in the fund after the annual transfer. The Department has paid \$5,850 as of November 30, 2024 for indemnity payments since inception of 81-2-203 MCA. There is a cash balance in the indemnity fund of \$14,249 as of November 30, 2024. The cash is invested in STIP has earned \$100 in interest since the fund was created.

The Department has three federal milk inspection grants. The first grant was awarded in FY 2024 and is for milk inspection training and supplies in the amount of \$12,613. The Department spent \$5,454 in FY 2024. \$7,159 of the unspent authority was carried over to FY 2025. The second is for milk inspection tools and equipment in the amount of \$8,308. The Department has spent \$7,887 of the equipment grant. The last federal grant is for milk testing equipment for the diagnostic laboratory. The amount of the grant is \$40,969.

The Meat & Poultry budget amemdment in FY 2024 was to increase the budget to match the federal funding the Department received in the federal fiscal year 2023 which ended September 30, 2023. The BA was spent on normal operting expenses. The current fiscal year budget has been deemed adequate for the antipated federal funding that will be recieved in the federal fiscal year 2024 which ends September 30, 2025.

The Department received a federal grant for Swine Health Improvement Program (SHIP) training. This is a \$10,000 grant with an expiration date of March 31, 2025. As of November 30, 2024, the Department has spent \$2,880 of the SHIP funding.

The Department received a federal grant for Foreign Animal Disease Breakout Preparedness (FADBP) training. This is a \$88,567 grant with an expiration date of May 26, 2026. As of November 30, 2024, the Department has spent \$1,501 of the FADBP funding.

The Department received a federal grant for Cronic Wasting Disease (CWD) Management of Alternative Livestock herds. This is a \$205,616 grant with an expiration date of June 30, 2025. As of November 30, 2024, the Department has spent \$79,562 of the CWD funding.

In FY 2024, the Diagnostic Laboratory was awarded \$256,300 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS of which \$22,414 was spent in FY 2024. \$233,886 was carried forward to FY 2025. This grant is to purchase testing supplies, travel, maintenance contracts and laboratory equipment for the Diagnostic Laboratory. As of November 30, 2024, the lab has spent \$180,421 in FY 2025 of the NAHLN grant. MVDL has until May 31, 2025 to spend the grant funding.

The Diagnostic Laboratory was awarded \$170,950 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS. The grant is a passthrough grant in which MVDL is administering. It is for improvement of the lab's LIMS system which will be implemented by six states including Montana. The grant will pay for the implentation for the other five states. MVDL has until June 30, 2026 to spend the grant funding.

The Diagnostic Laboratory was awarded \$1,000,000 from the American Rescue Plan (ARP) through USDA, APHIS. This grant is a sub-award through the Colorado State University. This grant is to purchase equipment for the Diagnostic Laboratory including the incinerator for the new lab building. As of November 30, 2024, the lab has spent \$55,036 of the APHIS ARP grant. MVDL has until May 31, 2025 to spend the grant funding.

The Animal Health Bureau receives federal funding for animal disease traceability. Unspent federal money at State Fiscal Year (SFY) end is carried over to the next SFY. The Department received \$99,214 from APHIS USDA for animal disease traceability expenses. The Department spent \$16,362 of the grant in FY 2024. Federal grants carried over from SFY 2024 to SFY 2025 was \$82,852. As of November 30, 2024, the Department expended \$83,852 or 85% of the grant.



**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES  
**PROGRAM:** CENTRAL SERVICES AND BOARD OF LIVESTOCK

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Same Period Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
BUDGETED FT		14.00				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 941,315	\$ 358,523	\$ 320,199	\$ 38,324	\$ 582,792
2	61104 OVERTIME	15,011	5,195	5,513	(318)	9,816
3	61300 OTHER/PER DIEM	7,600	2,600	2,500	100	5,000
4	61400 BENEFITS	302,111	129,991	120,078	9,913	172,120
5	TOTAL PERSONAL SERVICES	1,266,037	496,309	448,290	48,019	769,728
62000 OPERATIONS						
7	62100 CONTRACT	135,212	24,765	46,179	(21,414)	110,447
8	62200 SUPPLY	109,849	49,984	75,685	(25,701)	59,865
9	62300 COMMUNICATION	80,762	18,995	22,378	(3,383)	61,767
10	62400 TRAVEL	32,651	5,869	6,987	(1,118)	26,782
11	62500 RENT	223,272	67,415	67,524	(109)	155,857
12	62700 REPAIR & MAINT	22,038	1,712	2,713	(1,001)	20,326
13	62800 OTHER EXPENSES	45,860	5,564	7,064	(1,500)	40,296
14	TOTAL OPERATIONS	649,644	174,304	228,530	(54,226)	475,340
68000 TRANSFERS						
16	68000 TRANSFERS	165,695	18,798	21,596	(2,798)	146,897
17	TOTAL TRANSFERS	165,695	18,798	21,596	(2,798)	146,897
18	TOTAL EXPENDITURES	\$ 2,081,376	\$ 689,411	\$ 698,416	\$ (9,005)	\$ 1,391,965
19 BUDGETED FUNDS						
20	02426 PER CAPITA	\$ 2,081,376	\$ 689,411	\$ 698,416	\$ (9,005)	\$ 1,391,965
21	TOTAL BUDGETED FUND	\$ 2,081,376	\$ 689,411	\$ 698,416	\$ (9,005)	\$ 1,391,965
22 STATUTORY APPROPRIATIONS (SA) AND HOUSEBILL 10 (HB10)						
23 62000 OPERATIONS						
24	62100 CONTRACT	\$ 700,915	\$ 700,915	\$ 676,023	\$ 24,892	\$ -
25	TOTAL OPERATIONS	700,915	700,915	676,023	24,892	-
26 63000 CAPITAL ASSETS						
27	63400 INTANGIBLE ASSETS	-	-	9,137	(9,137)	-
28	TOTAL CAPITAL ASSETS	-	-	9,137	(9,137)	-
29	TOTAL EXPENDITURES	\$ 700,915	\$ 700,915	\$ 685,160	\$ 15,755	\$ -
30 SA FUNDS AND HB10 FUNDS						
31	02117 PREDATOR ANIMAL CONTROL (SA)	\$ 575,000	\$ 575,000	\$ 562,065	\$ 12,935	\$ -
32	02136 WOLF MITIGATION DONATIONS (SA)	125,915	125,915	113,958	11,957	-
33	02426 PER CAPITA (HB10)	-	-	9,137	(9,137)	-
34	TOTAL SA AND HB10 FUNDING	\$ 700,915	\$ 700,915	\$ 685,160	\$ 15,755	\$ -

Central Services And Board Of Livestock is budgeted \$2,081,376 and 14.00 FTE in FY 2025 and is funded with per capita fees. Personal services budget is 39% expended with 38% of payrolls complete. The personal services expended through November 2024 was \$48,019 higher than November 2023. Operating expenses are 27% expended as of November 2024 and were \$54,226 lower than November 2023. Overall, CSD total expenditures were \$9,005 lower than the same period last year. As of November 30, 2024, CSD has expended 33% of the its budget.

Predator animal control is funded with a transfer of per capita fees monies to the fund. The department has paid three counties \$41,290 and Wildlife Services \$523,710. The three counties do not have a cooperative agreement with Wildlife Services for predator control.

The Wolf Mitigation Donations fund is funded with donations, mostly from hunters and anglers, while purchasing hunting and fishing licenses. The Department collected \$125,364 and \$114,370 in FY 2024 and FY 2023, respectively, and paid those amounts to Wildlife Services in FY 2025 and FY 2024, respectively. The Department has an MOU with Wildlife Services for the monitoring and removal of wolves.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES  
**PROGRAM:** LIVESTOCK LOSS BOARD

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT			FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Same Period Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE			1.00				
	A	B	C	D	E	F	
61000 PERSONAL SERVICES							
1	61100 SALARIES	\$ 81,609	\$ 56,791	\$ 31,490	\$ 25,301	\$ 24,818	
2	61300 OTHER/PER DIEM	1,500	-	300	(300)	1,500	
3	61400 BENEFITS	27,068	14,502	11,026	3,476	12,566	
4	TOTAL PERSONAL SERVICES	110,177	71,293	42,816	28,477	38,884	
62000 OPERATIONS							
6	62100 CONTRACT	4,707	482	522	(40)	4,225	
7	62200 SUPPLY	3,531	564	1,133	(569)	2,967	
8	62300 COMMUNICATION	6,151	1,195	928	267	4,956	
9	62400 TRAVEL	11,532	-	1,516	(1,516)	11,532	
10	62500 RENT	11,268	1,424	1,424	-	9,844	
11	62700 REPAIR & MAINT	459	157	234	(77)	302	
12	62800 OTHER EXPENSES	4,764	462	566	(104)	4,302	
13	TOTAL OPERATIONS	42,412	4,284	6,323	(2,039)	38,128	
67000 BENEFITS AND CLAIMS							
15	67200 DEPREDAATION REMEDIATION	150,000	143,637	79,938	63,699	6,363	
16	TOTAL CLAIMS	150,000	143,637	79,938	63,699	6,363	
17	TOTAL EXPENDITURES	\$ 302,589	\$ 219,214	\$ 129,077	\$ 90,137	\$ 83,375	
18							
19 BUDGETED FUNDS							
20	01100 GENERAL FUND	\$ 302,589	\$ 219,214	\$ 129,077	\$ 90,137	\$ 83,375	
21	TOTAL BUDGETED FUNDS	\$ 302,589	\$ 219,214	\$ 129,077	\$ 90,137	\$ 83,375	
22 STATUTORY APPROPRIATIONS (SA) AND BUDGET AMENDMENTS (BA)							
23 62200 OPERATIONS							
24	62100 CONTRACT	\$ 116,000	\$ 115,833	\$ -	\$ 115,833	\$ 167	
25	TOTAL OPERATIONS	116,000	115,833	-	115,833	167	
26 66000 GRANTS							
27	66100 DEPREDAATION REDUCTION GRANTS	128,000	126,730	81,139	45,591	1,270	
28	TOTAL GRANTS	128,000	126,730	81,139	45,591	1,270	
29 67000 BENEFITS AND CLAIMS							
30	67200 DEPREDAATION REMEDIATION	300,000	-	-	-	300,000	
31	TOTAL STATE SOURCES	300,000	-	-	-	300,000	
32	TOTAL EXPEDITURES	\$ 544,000	\$ 242,563	\$ 81,139	\$ 161,424	\$ 301,437	
33 SA FUNDS							
34	02124 LIVESTOCK LOSS REMEDIATION (SA)	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	
35	02125 LIVESTOCK LOSS REDUCTION (SA)	244,000	242,563	81,139	161,424	1,437	
36	TOTAL SA FUNDS	\$ 544,000	\$ 242,563	\$ 81,139	\$ 161,424	\$ 301,437	

In FY 2025, the Livestock Loss Board is budgeted \$302,589 with 1.00 FTE funded with general fund. This includes \$150,000 of funding for depredation remediation claims. The personal services budget is 65% expended with 38% of payrolls complete. Personal services expended as of November 2024 was \$28,477 higher than November 2023. Operations are 10% expended with 34% of the budget year lapsed. Operation expenses as of November 2024 were \$2,039 lower than November 2023. In FY 2023, the Board did not have HB02 budget authority for depredation claims. As of November 30, 2024, the board has spent 96% of its HB02 depredation claims budget. Overall, Livestock Loss Board total expenditures were \$90,137 higher than the same period last year, of which \$143,637 was from newly appropriated HB02 funding for depredation claims. As of November 30, 2024, LLB has expended 72% of the its budget.

The Livestock Loss Board is statutorily budgeted with \$300,000 for livestock depredation loss remediation. Because the Livestock Loss Board has House Bill 02 authority for livestock depredation loss claims, it has not paid claims from the Statutory Appropriations fund 02124. From the total amount budgeted for depredation claims of \$450,000 in House Bill 02 and Statutory Appropriations, LLB has expended \$143,637 or 32% of the total depredation claims budgets, account 67200. In FY 2024, LLB paid \$79,938 for depredation claims as of November 30, 2023 or \$63,699 less than the current year.

Statutory appropriated funds will allow available cash to be spent within for that program. LLB had additional cash available for the livestock loss reduction grants and cooperative work with Wild Life Services. Budget in fund 02125 Livestock Loss Reductions was increased by \$144,000.

The Livestock Loss Board is statutorily budgeted with \$244,000 for livestock depredation reductions grants. As of November 30, 2024 the Board has spend \$126,730 on livestock depredations reductions grants in FY 2025.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** CENTRALIZED SERVICES  
**PROGRAM:** MILK CONTROL BUREAU

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2025 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses November FY 2025	Prior Year Actual Expenses November FY 2024		

BUDGETED FTE	2.00
--------------	------

	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 131,057	\$ 47,122	\$ 43,028	\$ 4,094	\$ 83,935
2	61104 OVERTIME	-	1,380	-	1,380	(1,380)
3	61300 OTHER/PER DIEM	1,500	200	400	(200)	1,300
4	61400 BENEFITS	40,107	18,168	16,155	2,013	21,939
5	TOTAL PERSONAL SERVICES	172,664	66,870	59,583	7,287	105,794
6						
7	62000 OPERATIONS					
8	62100 CONTRACT	12,950	996	839	157	11,954
9	62200 SUPPLY	7,279	1,520	905	615	5,759
10	62300 COMMUNICATION	6,318	1,602	1,490	112	4,716
11	62400 TRAVEL	968	-	-	-	968
12	62500 RENT	20,191	3,142	3,018	124	17,049
13	62700 REPAIR & MAINT	454	-	-	-	454
14	62800 OTHER EXPENSES	6,361	586	643	(57)	5,775
15	TOTAL OPERATIONS	54,521	7,846	6,895	951	46,675
16	TOTAL EXPENDITURES	\$ 227,185	\$ 74,716	\$ 66,478	\$ 8,238	\$ 152,469
17	BUDGETED FUNDS					
18	02817 MILK CONTROL	\$ 227,185	\$ 74,716	\$ 66,478	\$ 8,238	\$ 152,469
19	TOTAL BUDGETED FUNDS	\$ 227,185	\$ 74,716	\$ 66,478	\$ 8,238	\$ 152,469

In FY 2025, The Milk Control Bureau is budgeted \$227,185 and has 2.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 39% expended with 38% of payrolls complete. Personal services expended as of November 2024 were \$7,287 higher than November 2023. Operations are 14% expended with 34% of the budget year lapsed. Operation expenses as of November 2024 were \$951 higher than November 2023. Overall, Milk Control Bureau total expenditures were \$8,238 higher than the same period last year. As of November 30, 2024, the Milk Control Bureau has expended 33% of its budget.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION - STATE VETERINARIAN  
**PROGRAM:** STATE VETERINARIAN IMPORT OFFICE

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Same Period Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		8.00				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 557,978	\$ 186,547	\$ 171,243	\$ 15,304	\$ 371,431
2	61104 OVERTIME	\$ 8,081	3,444	5,307	(1,863)	4,637
3	61400 BENEFITS	188,853	70,017	64,903	5,114	118,836
4	TOTAL PERSONAL SERVICES	754,912	260,008	241,453	18,555	494,904
5 62000 OPERATIONS						
6	62100 CONTRACT	42,810	18,639	11,445	7,194	24,171
7	62200 SUPPLY	11,231	15,155	2,567	12,588	(3,924)
8	62300 COMMUNICATION	32,895	11,044	10,424	620	21,851
9	62400 TRAVEL	4,484	4,147	10,475	(6,328)	337
10	62500 RENT	8,801	6,205	5,136	1,069	2,596
11	62600 UTILITIES	13	-	-	-	13
12	62700 REPAIR & MAINT	3,895	1,935	1,360	575	1,960
13	62800 OTHER EXPENSES	9,903	11,798	4,657	7,141	(1,895)
14	TOTAL OPERATIONS	114,032	68,923	46,064	22,859	45,109
15 63000 EQUIPMENT						
16	63100 EQUIPMENT	50,000	-	-	-	50,000
17	TOTAL EQUIPMENT	50,000	-	-	-	50,000
18	TOTAL	\$ 918,944	\$ 328,931	\$ 287,517	\$ 41,414	\$ 590,013
19 FUND						
20	02426 PER CAPITA FEE	\$ 911,289	\$ 323,202	\$ 287,517	\$ 35,685	\$ 588,087
21	02427 ANIMAL HEALTH FEES	7,655	5,729	-	5,729	1,926
22	TOTAL BUDGET FUNDING	\$ 918,944	\$ 328,931	\$ 287,517	\$ 41,414	\$ 590,013
23 STATUTORY APPROPRIATIONS (SA)						
24 67000 BENEFITS AND CLAIMS						
25	67200 INDEMNITY PAYMENTS	\$ 10,000	\$ -	\$ -	-	10,000
26	TOTAL STATE PAYMENTS	10,000	-	-	-	10,000
27	TOTAL EXPENDITURES	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
28 SA FUNDS						
29	02980 INDEMNITY FUND (SA)	\$ 10,000	\$ -	\$ -	-	10,000
30	TOTAL SA FUNDS	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2025, the State Veterinarian Import Office is budgeted with \$911,289 of per capita fees and \$7,655 of animal health fees. The personal services budget is 34% expended with 38% of payrolls complete. Personal services expended as of November 2024 was \$18,555 higher than November 2023. Operations are 60% expended with 34% of the budget year lapsed. Operation expenses as of November 30, 2024 were \$22,859 higher than November 30, 2023. Animal Health has spent \$41,414 more than the same period in FY 2024. As of November 30, 2024 the Animal Health Import Office has expended 36% of its budget.

The import office sells some supplies at cost to veterinarians. The income is in the Animal Health Fees.

The budget includes one time only funding for a pickup in the amount of \$50,000.

The Animal Health Import Office had employee termination payouts of \$26,211 for the period ending November 30, 2023.

81-2-203 MCA created a statutory indemnity special revenue fund for compensation of animals for slaughter due to disease under the direction of the Department as per 81-2-201 MCA. The Department may transfer \$10,000 per year to the fund. Unspent monies are carried forward to subsequent years until the fund accumulates \$100,000 of transferred funds. Payments are limited to the cash balance in the fund after the annual transfer. The Department has paid \$5,850 as of November 30, 2024 for indemnity payments since inception of 81-2-203 MCA. There is a cash balance in the indemnity fund of \$14,249 as of November 30, 2024. The cash is invested in STIP has earned \$100 in interest since the fund was created.



**MONTANA DEPARTMENT OF LIVESTOCK**  
**BUDGETARY EXPENSE COMPARISON REPORT**  
**NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** DESIGNATED SURVEILLANCE AREA (DSA) & FEDERAL ANIMAL HEALTH DISEASE GRANTS

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Same Period Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		5.75				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 399,610	\$ 99,419	\$ 119,366	\$ (19,947)	\$ 300,191
2	61104 OVERTIME	\$ 6,973	\$ 1,329	\$ 84	\$ 1,245	\$ 5,644
3	61400 BENEFITS	150,529	38,352	46,885	(8,533)	112,177
4	TOTAL PERSONAL SERVICES	557,112	139,100	166,335	(27,235)	418,012
62000 OPERATIONS						
6	62100 CONTRACT	1,073,899	222,754	372,145	(149,391)	851,145
7	62200 SUPPLY	39,902	6,259	10,312	(4,053)	33,643
8	62300 COMMUNICATION	12,413	2,746	3,940	(1,194)	9,667
9	62400 TRAVEL	14,540	3,853	4,412	(559)	10,687
10	62500 RENT	24,435	11,396	16,201	(4,805)	13,039
11	62700 REPAIR & MAINT	8,618	2,179	3,754	(1,575)	6,439
12	62800 OTHER EXPENSES	64,423	12,506	17,341	(4,835)	51,917
13	TOTAL OPERATIONS	1,238,230	261,693	428,105	(166,412)	976,537
68000 TRANSFERS						
15	68100 TRANSFERS	240,000	-	15,632	(15,632)	240,000
16	TOTAL TRANSFERS	240,000	-	15,632	(15,632)	240,000
17	TOTAL EXPENDITURES	\$ 2,035,342	\$ 400,793	\$ 610,072	\$ (209,279)	\$ 1,634,549
18 BUDGETED FUNDS						
19	01100 GENERAL FUND	\$ 1,166,204	\$ 168,718	\$ 349,653	\$ (180,935)	\$ 997,486
20	03427 FEDERAL UMBRELLA FFY24	658,107	232,075	260,419	(28,344)	426,032
21	03427 FEDERAL UMBRELLA FFY25	211,031	-	-	-	211,031
22	TOTAL BUDGETED FUNDS	\$ 2,035,342	\$ 400,793	\$ 610,072	\$ (209,279)	\$ 1,634,549
23 BUDGET AMENDMENTS (BA)						
61000 PERSONAL SERVICES						
25	61100 SALARIES	\$ 25,671	\$ 11,634	\$ 12,795	\$ (1,161)	\$ 14,037
26	61400 BENEFITS	13,823	6,837	7,915	(1,078)	6,986
27	TOTAL PERSONAL SERVICES	39,494	18,471	20,710	(2,239)	21,023
62000 OPERATIONS						
29	62100 CONTRACT	55,855	114,201	262	113,939	(58,346)
30	62200 SUPPLY	27,336	(1,261)	13,614	(14,875)	28,597
31	62300 COMMUNICATION	9,614	4,646	4,446	200	4,968
32	62400 TRAVEL	31,974	7,581	-	7,581	24,393
33	62500 RENT	1,155	-	-	-	1,155
34	62700 REPAIR & MAINT	11,345	4,610	39,488	(34,878)	6,735
35	62800 OTHER EXPENSES	210,262	3,185	2,611	574	207,077
36	TOTAL OPERATIONS	347,541	132,962	60,421	72,541	214,579
37	TOTAL BA EXPENDITURES	\$ 387,035	\$ 151,433	\$ 81,131	\$ 70,302	\$ 235,602
38 BA FUNDS						
39	03427 FEDERAL UMBRELLA FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -
40	03427 SHIP (BA)	10,000	2,880	262	2,618	7,120
41	03427 FAD OUTBREAK (BA)	88,567	1,501	-	1,501	87,066
42	03427 CWD (BA)	205,616	79,562	-	79,562	126,054
43	03710 ANIMAL DISEASE TRACEABILITY (BA)	82,852	67,490	80,869	(13,379)	15,362
44	TOTAL BA FUNDS	\$ 387,035	\$ 151,433	\$ 81,131	\$ 70,302	\$ 235,602

The Designated Surveillance Area (DSA) is budgeted for \$1,166,204 and 2.00 FTE in FY 2025 and is funded with General Funds. The Federal Umbrella is budgeted for \$869,138 and 3.50 FTE in SFY 2025 and is funded with Federal Funds. Of the \$869,138 Federal Umbrella budgeted, only \$658,107 has been awarded to the Department for the Federal Fiscal Year 2024 (FFY24) which ends March 31, 2025. The Federal Umbrella FFY25 authority is for the upcoming federal grant starting April 1, 2025. This grant has not been awarded at this time.

The personal services budget is 25% expended with 38% of payrolls complete. Personal services expended as of November 2024 was \$27,235 lower than November 2023. Operations are 21% expended with 34% of the budget year lapsed. Operation expenses as of November 2024 were \$166,412 lower than November 2023. Overall, total expenditures were \$209,279 lower than the same period last year with 20% of the budget expended.

The Department received a federal grant for Swine Health Improvement Program (SHIP) training. This is a \$10,000 grant with an expiration date of March 31, 2025. As of November 30, 2024, the Department has spent \$2,880 of the SHIP funding.

The Department received a federal grant for Foreign Animal Disease Breakout Preparedness (FADBP) training. This is a \$88,567 grant with an expiration date of May 26, 2026. As of November 30, 2024, the Department has spent \$1,501 of the FADBP funding.

The Department received a federal grant for Chronic Wasting Disease (CWD) Management of Alternative Livestock herds. This is a \$205,616 grant with an expiration date of June 30, 2025. As of November 30, 2024, the Department has spent \$79,562 of the CWD funding.

The Animal Health Bureau receives federal funding for animal disease traceability. Unspent federal money at State Fiscal Year (SFY) end is carried over to the next SFY. The Department received \$99,214 from APHIS USDA for animal disease traceability expenses. The Department spent \$16,362 of the grant in FY 2024. Federal grants carried over from SFY 2024 to SFY 2025 was \$82,852. As of November 30, 2024, the Department expended \$83,852 or 85% of the grant.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** DIAGNOSTIC LABORATORY

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		Year-to-Date Actual Expenses		Same Period Prior Year Actual Expenses		Year to Year Comparison	Balance of Budget Available
		FY 2025 Budget	November FY 2025	November FY 2024	November FY 2024		
BUDGETED FTE		22.01					
	A	B	C	D	E	F	
1	61000 PERSONAL SERVICES						
2	61100 SALARIES	\$ 1,434,830	\$ 477,079	\$ 518,673	\$ (41,594)	\$ 957,751	
3	61104 OVERTIME	32,139	9,541	11,900	(2,359)	22,598	
4	61400 BENEFITS	518,602	182,247	205,167	(22,920)	336,355	
5	TOTAL PERSONAL SERVICES	1,985,571	668,867	735,740	(66,873)	1,316,704	
6	62000 OPERATIONS						
7	62100 CONTRACT	191,178	63,752	78,994	(15,242)	127,426	
8	62200 SUPPLY	696,099	418,088	365,890	52,198	278,011	
9	62300 COMMUNICATION	64,249	41,923	18,755	23,168	22,326	
10	62400 TRAVEL	10,014	8,266	7,194	1,072	1,748	
11	62500 RENT	91,578	42,381	40,824	1,557	49,197	
12	62600 UTILITIES	28,531	14,460	14,030	430	14,071	
13	62700 REPAIR & MAINT	139,138	20,814	63,638	(42,824)	118,324	
14	62800 OTHER EXPENSES	36,712	11,046	29,080	(18,034)	25,666	
15	TOTAL OPERATIONS	1,257,498	620,730	618,405	2,325	636,768	
16	63000 EQUIPMENT						
17	63100 EQUIPMENT	19,967	-	-	-	19,967	
18	TOTAL EQUIPMENT	19,967	-	-	-	19,967	
19	TOTAL	\$ 3,263,036.00	\$ 1,289,597	\$ 1,354,145	\$ (64,548)	\$ 1,973,439	
20	BUDGETED FUNDS						
21	01100 GENERAL FUND	\$ 1,047,721	\$ 286,329	\$ 90,328	\$ 196,001	\$ 761,392	
22	02426 PER CAPITA FEE	823,684	328,817	563,268	(234,451)	494,867	
23	03673 FEDERAL ANIMAL HEALTH DISEASE	21,729	-	18,735	(18,735)	21,729	
24	06026 DIAGNOSTIC LABORATORY FEES	1,369,902	674,451	681,814	(7,363)	695,451	
25	TOTAL BUDGET FUNDING	\$ 3,263,036.00	\$ 1,289,597	\$ 1,354,145	\$ (64,548)	\$ 1,973,439	
26	BUDGET AMENDED (BA) EXPENDITURES						
27	62000 OPERATIONS						
28	62100 CONTRACT	\$ 162,159	\$ 96,884	\$ -	\$ 96,884	\$ 65,275	
29	62200 SUPPLY	57,076	40,000	47,337	(7,337)	17,076	
30	62400 TRAVEL	13,196	-	4,144	(4,144)	13,196	
31	62700 REPAIRS & MAINT	500	42,767	7,638	35,129	(42,267)	
32	62800 OTHER EXPENSES	12,000	770	895	(125)	11,230	
33	TOTAL OPERATIONS	244,931	180,421	60,014	120,407	64,510	
34	63000 EQUIPMENT						
35	63100 EQUIPMENT	1,159,905	55,036	107,227	(52,191)	1,104,869	
36	TOTAL EQUIPMENT	1,159,905	55,036	107,227	(52,191)	1,104,869	
37	TOTAL BA EXPENDITURES	\$ 1,404,836	\$ 235,457	\$ 167,241	\$ 68,216	\$ 1,169,379	
38	BA FUNDING						
39	03673 NAHLN (BA)	\$ 233,886	\$ 180,421	\$ 167,241	\$ 13,180	\$ 53,465	
40	03673 NAHLN (LIMS IMPROVEMENT)	170,950	-	-	-	170,950	
41	03673 NAHLN ARP AWARD (BA)	1,000,000	55,036	-	55,036	944,964	
42	TOTAL BA FUNDING	\$ 1,404,836	\$ 235,457	\$ 167,241	\$ 68,216	\$ 1,169,379	

The diagnostic laboratory is budgeted for \$3,263,036 and 22 FTE in FY 2025. It is funded with general fund of \$1,047,721, per capita fees of \$823,684, federal funds of \$21,729, and lab testing fees of \$1,369,902. Personal services are 34% expended with 38% of payrolls complete. Personal services expended as of November 2024 were \$66,873 lower than November 2023. Operations are 49% expended with 34% of the budget year lapsed. Operation expenses as of November 2024 were \$2,325 higher than November 2023. Overall, Diagnostic Laboratory total expenditures were \$64,548 lower than the same period last year. As of November 30, 2024, the Diagnostic Lab has expended 40% of its budget.

In FY 2024, the Diagnostic Laboratory was awarded \$256,300 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS of which \$22,414 was spent in FY 2024. \$233,886 was carried forward to FY 2025. This grant is to purchase testing supplies, travel, maintenance contracts and laboratory equipment for the Diagnostic Laboratory. As of November 30, 2024, the lab has spent \$180,421 in FY 2025 of the NAHLN grant. MVDL has until May 31, 2025 to spend the grant funding.

The Diagnostic Laboratory was awarded \$170,950 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS. The grant is a passthrough grant in which MVDL is administering. It is for improvement of the lab's LIMS system which will be implemented by six states including Montana. The grant will pay for the implementation for the other five states. MVDL has until June 30, 2026 to spend the grant funding.

The Diagnostic Laboratory was awarded \$1,000,000 from the American Rescue Plan (ARP) through USDA, APHIS. This grant is a sub-award through the Colorado State University. This grant is to purchase equipment for the Diagnostic Laboratory including the incinerator for the new lab building. As of November 30, 2024, the lab has spent \$55,036 of the APHIS ARP grant. MVDL has until May 31, 2025 to spend the grant funding.

The Diagnostic Lab program had employee termination payouts of \$2,203 and \$71 for the period ending November 30, 2024 and November 30, 2023, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** MILK AND EGG / SHIELDED EGG GRADING

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		Year-to-Date	Same Period		Balance of
		Actual	Prior Year	Actual	
	FY 2025	November	November	Year to Year	Budget
	Budget	FY 2025	FY 2024	Comparison	Available
BUDGETED FTE		6.75			
A	B	C	D	E	G
61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 409,162	\$ 128,435	\$ 125,811	\$ 280,727
2	61102 OVERTIME	15,881	2,703	2,607	13,178
	61300 OTHER/PER DIEM	-	-	-	-
3	61400 BENEFITS	169,147	45,661	53,966	123,486
4	TOTAL PERSONAL SERVICES	594,190	176,799	182,384	417,391
62000 OPERATIONS					
6	62100 CONTRACT	134,081	19,426	13,838	114,655
7	62200 SUPPLY	19,206	1,196	5,618	18,010
8	62300 COMMUNICATION	7,644	2,068	1,510	5,576
9	62400 TRAVEL	13,487	725	281	12,762
10	62500 RENT	26,847	8,823	6,194	18,024
11	62700 REPAIR & MAINT	2,936	232	21	2,704
12	62800 OTHER EXPENSES	16,699	3,344	2,572	13,355
13	TOTAL OPERATIONS	220,900	35,814	30,034	185,086
14	TOTAL	\$ 815,090	\$ 212,613	\$ 212,418	\$ 602,477
15 BUDGETED FUNDS					
16	02262 SHIELDED EGG GRADING FEES	\$ 380,708	\$ 96,808	\$ 76,911	\$ 283,900
17	02701 MILK INSPECTION FEES	418,711	105,424	132,705	313,287
18	03032 SHELL EGG INSPECTION FEES	15,671	10,381	2,802	5,290
19	TOTAL BUDGET FUNDING	\$ 815,090	\$ 212,613	\$ 212,418	\$ 602,477
20 BUDGET AMENDED EXPENDITURES					
21 62000 OPERATIONS					
22	62200 SUPPLY & MINOR EQUIPMENT	\$ 15,947	\$ 7,887	\$ -	\$ 8,060
23	TOTAL OPERATIONS	15,947	7,887	-	8,060
24 63000 EQUIPMENT					
25	63100 EQUIPMENT	40,489	-	-	40,489
26	TOTAL EQUIPMENT	40,489	-	-	40,489
27	TOTAL	\$ 56,436	\$ 7,887	\$ -	\$ 48,549
28 BUDGETED FUNDS					
29	03032 MILK INSPECTION TRAINING	\$ 7,159	\$ -	\$ -	\$ 7,159
30	03032 MILK INSPECTION EQUIPMENT	8,308	7,887	-	421
31	03032 MILK INSPECTION EQUIPMENT	40,969	-	-	40,969
32	TOTAL BUDGET FUNDING	\$ 56,436	\$ 7,887	\$ -	\$ 48,549

The total Milk & Egg program is budgeted \$815,090 with 6.75 FTE in FY 2025 funded with milk inspection fees, egg grading fees and federal shell egg inspection fees. The personal services budget is 30% expended with 38% of payrolls complete. Personal services expended as of November 2024 was \$5,585 lower than November 2023. Operation expense budget is 16% expended with 34% of budget year lapsed. Operation expenses as of November 2024 was \$5,780 higher than November 2023. The Animal Health Division total expenditures were \$195 higher than the same period last year. As of November 30, 2024, the Milk & Egg program has expended 26% of its budget.

The Department has three federal milk inspection grants. The first grant was awarded in FY 2024 and is for milk inspection training and supplies in the amount of \$12,613. The Department spent \$5,454 in FY 2024. \$7,159 of the unspent authority was carried over to FY 2025. The second is for milk inspection tools and equipment in the amount of \$8,308. The Department has spent \$7,887 of the equipment grant. The last federal grant is for milk testing equipment for the diagnostic laboratory. The amount of the grant is \$40,969.

**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** ANIMAL HEALTH DIVISION  
**PROGRAM:** MEAT INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2025 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses November FY 2025	Prior Year Actual Expenses November FY 2024		

**BUDGETED FTE** 28.50

	A	B	C	D	E	F
<b>61000 PERSONAL SERVICES</b>						
<b>1</b>	61100 SALARIES	\$ 1,311,323	\$ 499,718	\$ 460,866	\$ 38,852	\$ 811,605
<b>2</b>	61102 OVERTIME	58,906	21,325	23,660	(2,335)	37,581
<b>3</b>	61400 BENEFITS	609,028	218,706	220,207	(1,501)	390,322
<b>4</b>	TOTAL PERSONAL SERVICES	1,979,257	739,749	704,733	35,016	1,239,508
<b>5 62000 OPERATIONS</b>						
<b>6</b>	62100 CONTRACT	77,405	24,836	24,121	715	52,569
<b>7</b>	62200 SUPPLY	42,788	34,543	35,766	(1,223)	8,245
<b>8</b>	62300 COMMUNICATION	27,072	9,878	10,037	(159)	17,194
<b>9</b>	62400 TRAVEL	89,999	36,567	32,250	4,317	53,432
<b>10</b>	62500 RENT	186,360	80,193	18,520	61,673	106,167
<b>11</b>	62700 REPAIR & MAINT	4,678	611	1,903	(1,292)	4,067
<b>12</b>	62800 OTHER EXPENSES	287,363	73,034	56,949	16,085	214,329
<b>13</b>	TOTAL OPERATIONS	715,665	259,662	179,546	80,116	456,003
<b>14</b>	TOTAL EXPENDITURES	\$ 2,694,922	\$ 999,411	\$ 884,279	\$ 115,132	\$ 1,695,511
<b>15 BUDGETED FUNDS</b>						
<b>16</b>	01100 GENERAL FUND	\$ 1,480,347	\$ 967,683	\$ 493,834	\$ 473,849	\$ 512,664
<b>17</b>	02427 ANIMAL HEALTH FEES	9,575	-	-	-	9,575
<b>18</b>	03209 MEAT & POULTRY INSPECTION	1,205,000	31,728	390,445	(358,717)	1,173,272
<b>19</b>	TOTAL BUDGET FUNDING	\$ 2,694,922	\$ 999,411	\$ 884,279	\$ 115,132	\$ 1,695,511
<b>20 BUDGET AMENDMENTS (BA)</b>						
<b>21 62000 OPERATIONS</b>						
<b>22</b>	62500 RENT	\$ -	\$ -	\$ 47,400	\$ (47,400)	\$ -
<b>23</b>	62800 OTHER EXPENSES	-	-	50,882	(50,882)	-
<b>24</b>	TOTAL BA EXPENDITURES	\$ -	\$ -	\$ 98,282	\$ (98,282)	\$ -
<b>25</b>						
<b>26 BA FUNDS</b>						
<b>27</b>	03209 MEAT & POULTRY INSPECTION (BA)	\$ -	\$ -	\$ 98,282	\$ (98,282)	\$ -
<b>28</b>	TOTAL BA FUNDS	\$ -	\$ -	\$ 98,282	\$ (98,282)	\$ -

In FY 2025, Meat Inspection is budgeted \$2,694,922 with 26.50 FTE. The bureau is funded with general fund of \$1,480,347, federal meat & poultry inspection funds of \$1,205,000 and \$9,575 of animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 37% expended with 38% of payrolls complete. Personal services expended as of November FY 2025 was \$35,016 higher than November FY 2024. Operations are 36% expended with 34% of the budget year lapsed. Including the BA authority, overall operating expenses as of November FY 2025 were \$18,166 lower than November FY 2024. Overall, Meat Inspection total expenditures were \$16,850 higher than the same period last year. As of November 30, 2024 the Meat Inspection program expended 37% of its budget.

The Meat & Poultry budget amendment in FY 2024 was to increase the budget to match the federal funding the Department received in the federal fiscal year 2023 which ended September 30, 2023. The BA was spent on normal operating expenses. The current fiscal year budget has been deemed adequate for the anticipated federal funding that will be received in the federal fiscal year 2024 which ends September 30, 2025.

The Meat & Poultry Inspection program had employee termination payouts of \$33,585 and \$3,727 for the period ending November 30, 2024 and November 30, 2023, respectively.



**MONTANA DEPARTMENT OF LIVESTOCK  
BUDGETARY EXPENSE COMPARISON REPORT  
NOVEMBER 30, 2024**

**DIVISION:** BRANDS ENFORCEMENT DIVISION  
**PROGRAM:** BRANDS ENFORCEMENT

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2025 Budget	Year-to-Date Actual Expenses November FY 2025	Same Period Prior Year Actual Expenses November FY 2024	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		54.61				
A	B	C	D	E	F	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 2,856,558	\$ 1,030,553	\$ 1,026,065	\$ 4,488	\$ 1,826,005
2	61200 OVERTIME	206,083	78,089	132,588	(54,499)	127,994
3	61400 BENEFITS	1,234,604	437,213	470,606	(33,393)	797,391
4	TOTAL PERSONAL SERVICES	4,297,245	1,545,855	1,629,259	(83,404)	2,751,390
5 62000 OPERATIONS						
6	62100 CONTRACT	133,288	42,503	35,912	6,591	90,785
7	62200 SUPPLY	122,785	54,582	60,403	(5,821)	68,203
8	62300 COMMUNICATION	74,185	31,888	32,012	(124)	42,297
9	62400 TRAVEL	56,866	14,172	19,716	(5,544)	42,694
10	62500 RENT	248,411	87,364	73,829	13,535	161,047
11	62600 UTILITIES	6,560	6,000	6,000	-	560
12	62700 REPAIR & MAINT	83,426	28,828	10,430	18,398	54,598
13	62800 OTHER EXPENSES	67,024	15,975	17,819	(1,844)	51,049
14	TOTAL OPERATIONS	792,545	281,312	256,121	25,191	511,233
15 63000 EQUIPMENT						
16	63100 EQUIPMENT	27,968	-	-	-	27,968
17	TOTAL EQUIPMENT	27,968	-	-	-	27,968
18	TOTAL	\$ 5,117,758	\$ 1,827,167	\$ 1,885,380	\$ (58,213)	\$ 3,290,591
19 BUDGETED FUNDS						
20	02425 BRAND INSPECTION FEES	\$ 3,624,186	\$ 1,827,167	\$ 1,885,380	\$ (58,213)	\$ 1,797,019
21	02426 PER CAPITA FEES	1,493,572	-	-	-	1,493,572
22	TOTAL BUDGET FUNDING	\$ 5,117,758	\$ 1,827,167	\$ 1,885,380	\$ (58,213)	\$ 3,290,591

In FY 2025, Brands Enforcement is budgeted for \$5,117,758 with 54.61 FTE. It is funded with brand inspection fees of \$3,624,186 and per capita fees of \$1,493,572. Personal services budget is 35% expended with 38% of payrolls complete. Personal services expended as of November 30, 2024 was \$83,404 lower than November 30, 2023. Operations are 35% expended with 34% of the budget year lapsed. Operation expenses as of November 30, 2024 were \$25,191 higher than November 30, 2023. Overall, Brands Enforcement total expenditures were \$58,213 lower than the same period last year. As of November 30, 2024, the Brands Division has expended 36% of its budget.

The budget includes one-time-only funding for trailers, safety equipment and radios in the amount of \$53,857 funded with brand inspection fees with \$25,889 for minor equipment and \$27,968 for equipment.

The Brands Enforcement division had employee termination payouts of \$85,746 and \$52,979 for the period ending November 30, 2024 and November 30, 2023, respectively.



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Brian Simonson</b>	Division/Program: <b>Livestock Loss Board (LLB)</b>	Meeting Date: <b>12/19/2024</b>
<b><u>Agenda Item:</u>      LLB Report to the BOL</b>		
<p>Background Info: In the first full month since the staff position has been open, 12 loss claims have come across the desk and been processed. In the same period last year 13 claims were processed.</p> <p><b>Communications:</b> <a href="mailto:LIVLossBoard@mt.gov">LIVLossBoard@mt.gov</a> is the new public facing email address for conducting LLB business. The program will continue to use the established phone number: 406-444-5609.</p> <p>Recommendation: n/a</p>		
Time needed: 5 min	Attachments:	Yes X   No   Board vote required:   Yes   No X

December 6, 2024

Montana LLB  
PO Box 202005  
Helena MT 59620  
[www.llb.mt.gov](http://www.llb.mt.gov)

(406) 444-5609  
[LIVLossBoard@mt.gov](mailto:LIVLossBoard@mt.gov)

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama/Swine	Totals	Payments
Big Horn	1		1				2	\$1,824.52
Beaverhead	10						10	\$15,854.60
Carbon	1		1		1		3	\$1,212.66
Cascade			4	2			6	\$2,399.80
Choteau	1						1	\$1,883.64
Glacier	18		2		1		20	\$38,209.93
Granite	1		4				5	\$2,586.39
Lake	1	7					8	\$3,633.50
L&C	10	16	4				30	\$22,987.80
Madison	26	14	1	1			42	\$56,793.36
Missoula	1	1	1				3	\$2,318.12
Park	10						10	\$20,250.79
Pondera	8						8	\$11,970.55
Powell	6						6	\$9,469.53
Powder River		6					6	\$1,818.00
Stillwater	1						1	\$1,688.64
Teton	7						7	\$13,067.97
Toole		1					1	\$165.78
<b>Totals</b>	<b>102</b>	<b>45</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>169</b>	<b>\$208,135.58</b>
Nov 2023	85	29	8	0	6	1	129	\$192,635.07
Nov 2022	106	130	2	2	3	0	243	\$196,994.59

Wolves

Confirmed	26	13		3		
Probable	12					
Value	\$68,280.93	\$3,210.82		\$2,500		
Owners	21	1		2		

Grizzly Bears

Confirmed	41	10	2		1	
Probable	21	12				
Value	\$112,284.07	\$5,807.42	\$210.00		\$5,750	
Owners	38	3	2		1	

Mtn Lion

Confirmed	1	10	13			
Probable	1		3		1	
Value	\$3,513.16	\$2,796.04	\$3,783.14			
Owners	2	4	7		1	



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Alicia Love, MPH, RS, Bureau Chief</b>	Division/Program: <b>Animal Health/ Meat, Milk and Egg Inspection Bureau</b>	Meeting Date: <b>December 19, 2024</b>
<b><u>Agenda Item:</u> Travel Request</b>		
Background Info:  The bureau is requesting travel for our recently hired egg grader, Jamie Crook to travel out of state to Woodburn, Oregon to train January 5 <sup>th</sup> , 2024 through January 12 <sup>th</sup> , 2024.  This travel is necessary to complete her training to become an egg grader.  Recommendation:		
Time needed: 5 min	Attachments:	Yes   N   Board vote required   Yes X   No
<b><u>Agenda Item:</u> Revisit Water Activity Letter</b>		
Background Info:  The bureau has gathered more information and revisited the water activity letter presented at the last two board meetings and corrected issues that were identified.  This letter will be sent to state inspected establishments to address water activity testing.  Recommendation:		
Time needed: 20 min	Attachments:	Yes X   No   Board vote required   Yes X   No



## Department of Livestock

## 1) Division

Meat, Milk, and Egg Inspection

## 2) Employee(s) Traveling

Jamie Crooke, Egg Grader In Training

## 3) Justification

Alicia Love is requesting to send our recently hired Egg Grader to Woodburn, Oregon January 5<sup>th</sup> through 12<sup>th</sup> 2024 for training with USDA Egg Graders at Skyline Farms.

This travel is necessary to complete her training to become an egg grader.

## 4) Itinerary

## 5) Cost Estimate

Transportation: \$650.00

Meals: \$559.00

Lodging: \$1085.00

Total: \$2,294.00

## 6) Submitted By

Requested By

Alicia Love

Title

MPH, RS, Bureau Chief

Date

12/5/2024

## Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

**NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.**

---

# STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

---

## MT DEPARTMENT OF LIVESTOCK

PO BOX 202001

HELENA, MONTANA 59620-2001

(406) 444-7323/FAX (406) 444-1929

[livemail@mt.gov](mailto:livemail@mt.gov)



ANIMAL HEALTH (406) 444-2976

BRANDS ENFORCEMENT DIVISION (406) 444-2045

CENTRALIZED SERVICES DIVISION (406) 444-4994

EXECUTIVE OFFICE (406) 444-9321

MEAT, MILK & EGG INSPECTION (406-444-5202)

October 1, 2024

Business Name

Address Line 1

Address Line 2

To State Inspected Meat Producers,

This letter is directed to all meat establishments which produce jerky.

It is the mission of the Montana Meat, Milk, & Egg Inspection Bureau to ensure food safety in all products from state-inspected meat producers. The primary way in which the MMEI Bureau does this is through study and application of science as it applies to meat production.

The science of jerky processing has discovered several factors which have resulted in increased food safety. For example, a high level of humidity in the lethality/cooking step is now understood as a critical factor in jerky processing.

Another critical factor for jerky processing is water activity. Current science recognizes water activity as the measurement demonstrating the availability of moisture by which harmful bacteria can grow on a finished product. If it can be demonstrated that the water activity for a production lot of jerky is at or below a specific level (0.85 air-exposed / 0.91 vacuum packed), those measurement levels indicate that the product is shelf-stable. Jerky is a shelf-stable product; consumers consider and expect it to be shelf-stable.

In 2014 FSIS published the Compliance Guideline for Meat and Poultry Jerky Produced by Small and Very Small Establishments. In addition to discussing the importance of time, temperature and humidity for the lethality step in jerky processing, the Guideline discussed the importance of water activity in the drying step. The Guideline referred to water activity as a "critical limit".

Recognizing that water activity was a critical limit and that water activity meters were quite expensive ten years ago, Montana state-inspected jerky producers were allowed to complete their initial validation by sending production lot samples to a processing authority or a laboratory for water activity testing. The test results were recorded in the initial validation with the understanding that jerky producers would be required to send one production lot per quarter for continued water activity testing. This practice was a type of compromise due to the high cost of water activity meters. What it

meant was that jerky producers relied upon their initial validation and quarterly water activity testing as support for their product being shelf stable. The MMEI Bureau considers this to be inadequate support.

The purpose of this letter is to emphasize the importance of monitoring the critical limits within the critical control points (CCPs) in HACCP plans. Just as the lethality/cooking step is a critical control point in jerky processing, the drying step is also a critical control point. Just as temperature and relative humidity are critical limits in the lethality CCP, water activity is a critical limit in the drying CCP. Temperature and humidity are used to indicate lethality, water activity is used to indicate shelf stability. Both sets of critical limits; temperature/humidity and water activity should be monitored for each production lot of jerky.

With the understanding that water activity is a critical limit essential as support for shelf stability, the Montana Meat, Milk, & Egg Inspection Bureau will now require establishments to test the water activity of each lot of jerky produced. This will require that they treat the Drying Step as a Critical Control Point and record the critical limit of water activity in their HACCP records.

9 CFR 417.2(c)(4) states, "The HACCP plan shall, at a minimum...List the procedures, and the frequency with which those procedures will be performed, that will be used to monitor each of the critical control points to ensure compliance with the critical limits".

The mission of the Montana Meat, Milk, and Egg Inspection Bureau is to ensure that state inspected meat establishments produce safe and wholesome food. This mission is conducted within the world of ever-changing science, in which the Bureau strives to stay current. It is a never-ending challenge for both regulators as well as producers.

Beginning on April 1, 2025, facilities will need to have a HACCP plan that conforms to this regulatory requirement.

---

# STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

---

## MT DEPARTMENT OF LIVESTOCK

PO BOX 202001

HELENA, MONTANA 59620-2001

(406) 444-7323/FAX (406) 444-1929

[livemail@mt.gov](mailto:livemail@mt.gov)



ANIMAL HEALTH (406) 444-2976

BRANDS ENFORCEMENT DIVISION (406) 444-2045

CENTRALIZED SERVICES DIVISION (406) 444-4994

EXECUTIVE OFFICE (406) 444-9321

MEAT, MILK & EGG INSPECTION (406-444-5202)

January 1, 2025

Business Name

Business Address 1

Business Address 2

To State Inspected Meat Producers,

This letter is directed to all meat establishments which produce jerky.

It is the mission of the Montana Meat, Milk, & Egg Inspection Bureau to ensure food safety in all products from state-inspected meat producers. The primary way in which the MMEI Bureau does this is through study and application of science as it applies to meat production.

The science of jerky processing has discovered several factors which have resulted in increased food safety. For example, a high level of humidity in the lethality/cooking step is now understood as a critical factor in jerky processing.

Another critical factor for jerky processing is water activity. Current science recognizes water activity as the measurement demonstrating the availability of moisture by which harmful bacteria can grow on a finished product. If it can be demonstrated that the water activity for a production lot of jerky is at or below a specific level (0.85 air-exposed / 0.91 vacuum packed), those measurement levels indicate that the product is shelf-stable. Jerky is a shelf-stable product; consumers consider and expect it to be shelf-stable.

In 2014 FSIS published the Compliance Guideline for Meat and Poultry Jerky Produced by Small and Very Small Establishments. In addition to discussing the importance of time, temperature and humidity for the lethality step in jerky processing, the Guideline discussed the importance of water activity in the drying step. The Guideline referred to water activity as a "critical limit".

Recognizing that water activity was a critical limit and that water activity meters were quite expensive ten years ago, Montana state-inspected jerky producers were allowed to complete their initial validation by sending production lot samples to a processing authority or a laboratory for water activity testing. The test results were recorded in the initial validation with the understanding that jerky producers would be required to send one production lot per quarter for continued water activity testing. This practice was a type of compromise due to the high cost of water activity meters. What it meant was that jerky producers relied upon their initial validation and quarterly water activity testing



as support for their product being shelf stable. The MMEI Bureau considers this to be inadequate support.

The purpose of this letter is to emphasize the importance of monitoring the critical limits within the critical control points (CCPs) in HACCP plans. Just as the lethality/cooking step is a critical control point in jerky processing, the drying step is also a critical control point. Just as temperature and relative humidity are critical limits in the lethality CCP, water activity is a critical limit in the drying CCP. Temperature and humidity are used to indicate lethality, water activity is used to indicate shelf stability. Both sets of critical limits; temperature/humidity and water activity should be monitored for each production lot of jerky.

With the understanding that water activity is a critical limit essential as support for shelf stability, the Montana Meat, Milk, & Egg Inspection Bureau will now require establishments to test the water activity of each lot of jerky produced. An establishment may continue to produce jerky according to the previous procedure, relying upon their initial validation and water activity testing of one production lot once per quarter as the support for shelf stability. However, if a quarterly water activity test result is above the limits for shelf stability, the establishment will be required to report the test results to the MMEI Bureau and recall all jerky lots produced since the last acceptable water activity test result.

9 CFR 417.2(c)(4) states, "The HACCP plan shall, at a minimum...List the procedures, and the frequency with which those procedures will be performed, that will be used to monitor each of the critical control points to ensure compliance with the critical limits".

The mission of the Montana Meat, Milk, and Egg Inspection Bureau is to ensure that state inspected meat establishments produce safe and wholesome food. This mission is conducted within the world of ever-changing science, in which the Bureau strives to stay current. It is a never-ending challenge for both regulators as well as producers.

Beginning on April 1, 2025, facilities will need to have a HACCP plan that conforms to this regulatory requirement.



# Board of Livestock Meeting

## Agenda Request Form

From: Greg Juda	Division/Program: MVDL	Meeting Date: 12/19/24
<b>Agenda Item: Operational update</b>		
<b>Background Info:</b> An update on lab operations and events will be provided. <ul style="list-style-type: none"><li>• CWD and Brucella testing update</li><li>• Lab instrumentation update</li><li>• Building construction update</li></ul>		
<b>Recommendation:</b> N/A		
Time needed: 15 minutes	Attachments:	Yes   No X   Board vote required?   Yes   No X
<b>Agenda Item: OOS travel request for Dr. Erika Schwarz to attend CRWAD</b>		
<b>Background Info:</b> As a board-certified veterinary microbiologist, Erika is required to complete a minimum number of continuing education hours. The Conference for Research Workers in Animal Diseases (CRWAD) annual meeting will involve the bulk of the annual ACVM program this year and attendance is one of the best ways to earn continuing education hours toward Maintenance of Certification. The MVDL expects our veterinary microbiologist to earn and maintain board certification as part of their job requirements. <p>Attendance at these conferences improves our ability to serve our clients via the opportunity to network with colleagues, expanding knowledge base, and learning about emerging diagnostic techniques/instrumentation.</p>		
<b>Recommendation:</b> BOL approval of travel request		
Time needed: 5 minutes	Attachments:	Yes X   No   Board vote required   Yes X   No

## Department of Livestock

1) Division  
MVDL

## 2) Employee(s) Traveling

Dr. Erika Schwarz-Collins

## 3) Justification

As a board certified veterinary microbiologist, Erika is required to complete continuing education hours for Maintenance of Certification (MOC), as defined by the American College of Veterinary Microbiologists (ACVM). The ACVM alternates annual meeting activities between the American Association of Veterinary Laboratory Diagnosticians (AAVLD) annual meeting and the Conference for Research Workers in Animal Diseases (CRWAD) annual meeting. This year, primary ACVM activities will occur at the CRWAD meeting in Chicago, IL. Erika is actively involved in various ACVM committees, and participating in CRWAD will afford her with a significant number of hours towards her MOC requirements this year. The MVDL expects veterinary specialists to earn and maintain their board certification as part of their job requirements.

## 4) Itinerary

Conference dates: January 17-21, 2025

Depart on either January 18th, return on January 21<sup>st</sup>.

## 5) Cost Estimate

Registration - \$575

Hotel - \$536 (using government rate)

Flight - \$400

Total = \$1511

Source of funding: Annual lab travel budget

## 6) Submitted By

Requested By  
Gregory JudaTitle  
MVDL DirectorDate  
12/2/2024

## Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

**NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.**



# Board of Livestock Meeting

## Agenda Request Form

<b>From:</b> Tahnee Szymanski, DVM	<b>Division/Program:</b> Animal Health	<b>Meeting Date:</b> December 19, 2024
<b><u>Agenda Item: Animal Health Updates</u></b>		
Background Info: Staff will provide updates regarding: <ul style="list-style-type: none"><li>• Brucellosis</li><li>• HPAI cases, surveillance, and the new Federal Order</li><li>• New World Screwworm (NWS)</li></ul>		
Recommendation: N/A		
Time needed: 10 minutes	Attachments:	<b><u>Yes</u></b>
	Board vote required?	<b><u>No</u></b>

<b><u>Agenda Item: Animal Disease Traceability Update and Discussion</u></b>						
Background Info: Following the November 5 <sup>th</sup> , 2024, implementation of the new federal rule on animal disease traceability, the Department continues to receive frequent questions about the specifics of the rule, application in the field, and the availability of no cost RFID tags.						
Since 2013, Montana has required <a href="#">official identification for all sexually intact animals entering Montana</a> except calves at side. Montana has not received any pushback regarding this requirement from individuals exporting heifer calves to Montana, but at least one feedlot in Eastern Montana has been informed by ND exporters that they will not be tagging calves prior to shipment. The ND Board of Animal Health recently discussed this and TB requirements for dairy cattle from TB free states. The Board voted to remove the identification requirement for heifer calves in feeding channels.						
Recommendation: BOL discussion regarding maintaining ID requirements for all sexually intact animals entering Montana.						
Time needed: 15 minutes	Attachments:	<b><u>Yes</u></b>		Board vote required	Yes?	No

<b><u>Agenda Item: NAD Prep Grant</u></b>						
Background Info: MDOL was awarded a \$90,000 NADPreP grant to draft a communication plan for the implementation of a stop movement order. Animal Health Bureau staff will present an overview of a response to a Foreign Animal Disease in the US and discuss the timeline and activities that will be conducted as part of the grant.						
Recommendation: N/A						
Time needed: 15 minutes	Attachments:		<b><u>No</u></b>	Board vote required:		<b><u>No</u></b>

<b><u>Agenda Item:</u></b>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No



# STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

## DEPARTMENT OF LIVESTOCK

PO BOX 202001  
HELENA, MONTANA 59620-2001



DEPARTMENT OF LIVESTOCK (406) 444-7323  
ANIMAL HEALTH & FOOD SAFETY DIVISION (406) 444-2976  
BRANDS ENFORCEMENT DIVISION (406) 444-2045  
CENTRALIZED SERVICES DIVISION (406) 444-4993  
FAX (406) 444-1929

## MEMORANDUM

From: Dr. Tahnee Szymanski, Administrator & State Veterinarian  
Subject: Traceability Requirements for Cattle Imported into Montana  
Date: November 5, 2024 (Original effective date: August 1, 2013)

### In general, all cattle imported into Montana must have the following:

- Official individual identification (ID) (840-RFID Tag, Country of Origin RFID tag, or if tagged prior to November 5, 2024, a silver metal NUES/metal bangs tag),
- A certificate of veterinary inspection (CVI) with all required ID listed\*, and
- An import permit.

Additionally, Canadian origin cattle must have a CAN hot iron brand that is 2-3 inches tall and applied high on the right hip OR a CAN ear tattoo.

### Identification exemptions:

- Animals moving directly to an official MT tagging site – animals are to be tagged upon arrival. Required statement on CVI: “Animals in shipment are moving to an approved tagging site.”
- Beef calves less than 6 months of age with dams – dams must have official individual ID.
- Beef steers and spayed heifers

### Documentation exemptions:

- Cattle from farm of origin to a [USDA Federally Approved Livestock Market](#) for qualification upon arrival do not require a CVI.
- Cattle from farm of origin to a [USDA Federally Approved Slaughter Facility](#) do not require a CVI if accompanied by an owner shipper statement.
- Sexually intact beef cattle less than 18 months of age do not require ID to be listed on the CVI. Required statement on CVI: “All animals in shipment have official individual ID.”

*\* When a range of tags is listed on a CVI, a minimum of 90% of the listed tag numbers must represent animals in the shipment.*

# Federal Order Requiring Additional Testing for and Reporting of Highly Pathogenic Avian Influenza (HPAI) in Livestock and Milk

December 6, 2024

The United States Department of Agriculture's (USDA), Animal and Plant Health Inspection Service (APHIS) is requiring additional measures to prevent further spread of highly pathogenic avian influenza (HPAI). HPAI is a contagious viral disease of domestic poultry and wild birds that are deadly to domestic poultry and can wipe out entire flocks within a matter of days. HPAI is a threat to the poultry industry, animal health, human health, trade, and the economy worldwide. In the United States, HPAI infection in dairy cattle has been identified as a cause of decreased milk production and other signs of illness impacting dairy cattle welfare and productivity.

This Federal Order is issued in accordance with the regulatory authority provided by the Animal Health Protection Act (AHPA), as amended, 7 U.S.C. § 8301 et seq. Section 8308 authorizes the Secretary of Agriculture to carry out operations and measures to detect, control, or eradicate any pest or disease of livestock. Section 8315 authorizes the Secretary of Agriculture to issue orders as the Secretary determines necessary to carry out the Animal Health Protection Act. Data collected over the past 7 months indicates that virus can be transmitted on equipment, people, or other items that move from farm to farm, including between dairies and poultry facilities. Expanded disease surveillance provides more data to detect disease, understand virus prevalence, and inform focused response efforts as part of a broader strategy for containing and ultimately eliminating the virus. (7 U.S.C. §§ 8301, 8305, 8308, 8310, 8315).

Should this Order be deemed a substantive rule, APHIS has determined that good cause exists to implement these additional requirements without notice and comment, as evidence has shown that raw, unpasteurized milk is a vehicle for the spread of the HPAI H5N1 virus, as described in more detail below. Further delay would allow ongoing disease spread, multiplying the potential harm to livestock, poultry, the associated industries, and, potentially, human health.

On February 8, 2022, the U.S. Department of Agriculture (USDA) confirmed HPAI H5N1 virus in a commercial poultry flock in the United States. Since February 2022, USDA has worked with states and poultry producers to promptly identify and respond to over 1,200 HPAI detections on poultry farms and mitigate the virus' impact on U.S. poultry production and trade. Since late March 2024, the USDA, Food and Drug Administration, Centers for Disease Control and Prevention, state veterinary and public health officials and the National Animal Health Laboratory Network (NAHLN) laboratories have been investigating and responding to the emergence of the HPAI virus in dairy cows.

On April 24, 2024, USDA issued a "[Federal Order Requiring Testing for and Reporting of Highly Pathogenic Avian Influenza \(HPAI\) in Livestock](#)". Effective Monday, April 29, 2024, that Federal Order required mandatory testing for interstate movement of dairy cattle, epidemiological information for cattle that test positive, and mandatory reporting of positive test results for influenza A in any livestock species.

Current HPAI testing conducted under the April 24, 2024 Federal Order has identified

unpasteurized milk as a vehicle for carrying the disease across state lines, and subject to measures to detect disease in accordance with the AHPA. Specifically, laboratory testing has confirmed high quantities of the HPAI H5N1 virus in raw (unpasteurized) milk, creating opportunities for transmission within herds when animals have contact with unpasteurized milk. While many factors contribute to transmission between premises, small amounts of unpasteurized milk from affected animals can harbor high levels of virus and can be easily spread among dairy farms and between dairy and poultry farms through the movements of people, vehicles, trucks, and other animals including non-migratory birds. Poultry are much more susceptible to small amounts of virus that results in infection, which increases the potential for ongoing disease spread. Additionally, while studies have confirmed pasteurized milk and dairy products are safe, raw, unpasteurized milk consumption remains a risk for multiple diseases including HPAI.

In order to continue to monitor and understand the extent of this virus and reduce the risk of further spread of the HPAI virus, resulting in greater threats to poultry and livestock, this Federal Order requires testing of raw (unpasteurized) milk to detect and provide data for the control and eradication of HPAI. Samples will be collected at facilities that ship, receive, or transfer bulk raw (unpasteurized) cow's milk intended for pasteurization.

This new Federal Order does not override or supersede the [April 24<sup>th</sup> Federal Order](#) which still requires the mandatory testing of all dairy cattle moving interstate, as well as the reporting of any positive results.

### **Mandatory Testing of Milk**

- Upon request from APHIS, any person responsible for a dairy farm, bulk milk transporter, bulk milk transfer station, or dairy processing facility that sends or holds raw (unpasteurized) milk intended for pasteurization must allow APHIS or its cooperators to obtain raw milk in a quantity sufficient to test for HPAI virus.

### **Mandatory Reporting**

- Laboratories and state veterinarians must report positive influenza A nucleic acid detection results (e.g., polymerase chain reaction (PCR) test or genetic sequencing) in diagnostic samples obtained from livestock, including raw (unpasteurized) milk, to USDA APHIS.
- Owners of herds from which milk tests positive for HPAI will be required to provide basic epidemiological information, including information about animal movements in and out of the herd.

For more information regarding this Federal Order go to [HPAI Detections in Livestock Page](#).



# Board of Livestock Meeting

## Agenda Request Form

From: Jay Bodner	Division/Program: Brands Enforcement	Meeting Date: 12/19/24
<b><u>Agenda Item:</u> Travel Request for Western States Livestock Rural Enforcement Association Conference</b>		
Background Info: Attend the <b>Western States Livestock Rural Enforcement Association (WSLREA) annual conference</b> , March 4-6, 2025, in Reno, NV. The WSLREA consists of multiple agencies dedicated to protecting the Livestock Industry from theft and straying, by utilizing new technologies and techniques with Local, Federal, and International partnerships. Attendees would include Jay Bodner, Brands Area Supervisors: Dan Bugni and Shawn Hando and one Brands enforcement employee.		
Estimated cost of attendance: \$ 4422		
Recommendation: Approve Travel		
Time needed: 10 Minutes	Attachments:	No Board vote required? Yes
<b><u>Agenda Item:</u> Lifetime Horse Inspection Potential ARM Rule Change</b>		
Background Info: Discussion at the 11/14/24 BOD meeting, the brands division was asked to consider changes to charging deputy inspectors for horse lifetime inspection books. A change to the current process would require an ARM rule change.		
Recommendation:		
Time needed: 10 Minutes	Attachments:	Yes No Board vote required Yes
<b><u>Agenda Item:</u> Brands Division Update</b>		
Background Info: <ul style="list-style-type: none"><li>• Staffing</li><li>• Google AI</li><li>• Blackfeet Tribe Land Division Meeting</li></ul>		
Recommendation:		
Time needed: 10 Minutes	Attachments:	No Board vote required: No
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No
<b><u>Agenda Item:</u></b>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No



## Department of Livestock

1) Division  
Brands Enforcement

## 2) Employee(s) Traveling

Jay Bodner, Shawn Hando, Dan Bugni and one Brands Enforcement employee

## 3) Justification

The Western States Livestock Rural Enforcement Association (WSLREA) consists of multiple agencies dedicated to protecting the Livestock Industry from theft and straying, by utilizing new technologies and techniques with Local, Federal, and International partnerships. It will also be an opportunity for the MT DOL Brands Division to continued training and improve information transfer to successfully investigate crimes and build partnerships across State borders. Attendees would include Jay Bodner, Shawn Hando, Dan Bugni and one Brands Enforcement employee. The Western States Livestock Rural Enforcement Association (WSLREA) annual conference, will be held March 4 - 6, 2025 in Reno, NV

## 4) Itinerary

March 4th - Travel  
March 5th - Conference  
March 6th - Conference  
March 7th - Travel

## 5) Cost Estimate

Transportation	\$1800
Hotel	\$1066
Registration	\$ 800
Per Diem	\$ 756
Total Estimated Cost	\$4422

## 6) Submitted By

Requested By  
Jay Bodner

Title  
Brands Division Administrator

Date  
12/19/2024

## Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board	Board Chair or EO	Title	Date
------------------------	-------------------	-------	------

**NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.**